





Benner Township Borough of Bellefonte Marion Township Spring Township Walker Township

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Peer Consultant
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Benner Township

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Executive Summary:

The Nittany Valley Communities have value resources which makes this area a wonderful place to live, work and play. The population in parts of the region is growing at an accelerated rate which places increased demands on the existing infrastructure of the entire region. While the increased population includes increased housing starts and expanding tax base which is good for the region's economy, area residents and planning officials have expressed the following concerns:

- Loss open space
- Increased demand for outdoor/indoor recreation close to home.

Most of the development is occurring in Spring and Walker Townships. The Borough of Bellefonte's essentially land-locked and has very limited opportunity for growth, while Benner and Marion Townships are experiencing limited growth. Residents and community leaders have expressed concern for the lack of community recreation facilities and services and local governments are slowly making progress in increasing public recreation spaces.

The Bellefonte Area School District's has expanded its facilities to accommodate the projected population growth and as demonstrated in this report, the Marion Walker and Pleasant Gap Elementary Schools are very close to their enrollment capacity. The High School building expansion has increased enrollment capacity in order to meet the projected demand. However the increase of indoor learning space has reduced the amount of adjacent open space and opportunities teach students the skills and experiences that promote lifetime fitness.

Public Recreation should provide leisure opportunities to re-create the mind body and spirit for all generations. The Task Force's Public Interest Survey reinforced the findings of the State Recreation Plan, showing the need for walking trails that connect public facilities and other places of interest with residential areas.

Individual Municipalities have made strides to improve and expand public recreation areas; cooperation could have a very positive impact on the entire process. A regional approach to the provision of public recreation could better meet public need by:

- Identifying the areas recreational needs and setting project priorities.
- Establishing a regional capital improvement and development plan which identifies project funding requirements and targets funding resources to satisfy the planned enhancements.
- Using the combined regional resources to improve and enhance the regions quality of life
- Improve the efficiency and balance of the management of public recreation facilities and services by making this aspect of public service a priority. Three of the five municipalities have lost matching grant funds due to poor grant management issues.

The Nittany Valley Region has demonstrated progress in intergovernmental cooperation. Examples of these of maximizing local resources include:

- ► Five municipalities recognizing the benefits that Kepler Pool offers the region and cooperating to keep a unique facility open for the 2007 and the 2008 seasons.
- ▶ Planning efforts by Benner Township, Bellefonte Borough and Spring Township to develop the Bellefonte Central Rail Trail.

▶ The Pennsylvania Fish Commission is working in cooperation with Spring Township and the Borough of Bellefonte to improve vehicle, boat and pedestrian access to Spring Creek. Eventually these improvements will enhance this unique water trail by formally connecting the Bellefonte Business District's waterfront park, Tallyrand, with other recreation areas and communities including: Kraus Park, Sunnyside Paddle Park and Spring Creek Nature Park.

By forming a regional recreation entity, public recreation areas and services can expand and will have a very positive effect on the Nittany Valley Community's economy and quality of life.

Purpose:

The Nittany Valley Regional Comprehensive Plan, adopted in September of 2004, recommended that the participating municipalities explore benefits of combining resources for the purpose of improving and expanding services within the region, maximizing the benefits of available resources and reducing the duplication of efforts. Among several recommendations, the regional comprehensive plan urged a regional approach to the planning and development of public parks and recreation. Benner Township officials successfully applied to the Pennsylvania Department of Conservation and Natural Resources and received a Peer to Peer Recreation grant to study potential for intergovernmental cooperation in the provision of parks and recreation services

In August 2006, the five municipalities, the Borough of Bellefonte, Benner Township, Marion Township, Spring Township and Walker Township joined with the Bellefonte Area School District to form the Nittany Valley Joint Recreation Task Force. Members of the Task force included two representatives from each municipality and representatives from the Bellefonte Area School district and the Bellefonte YMCA. Benner Township contracted with Peer Recreation Consultant, Bonita C. Mahoney. The Task Force embraced its responsibilities.

Nittany Valley Peer Recreation Study Task Force

Nitiany valley Peer Recreation Study Task Force		
ORGANIZATION	NAME	
Bellefonte Borough	Sue Hannegan, Assistant Boro. Mgr.	
	Bob Taylor, Boro Council	
Bellefonte YMCA	Howard Long, Executive Dir.	
Bellefonte Area School	Tom Masullo, Superintendent	
District		
Benner Township	Mike Shamalla, Recreation Director	
	John Elnitski, Township Supv.	
	Sharon Royer, Township	
	Secretary/Treasurer	
Marion Township	Ken Roan, Chairman	
	Recreation Committee	
	Willard Truckenmiller	
Spring Township	Bill MacMath, Township Manager	
	Frank Royer, Township Supv.	
Walker Township	Ron Burd, Township Supv.	
	Deb Zimmerman, Rec. Board. Chair	
Peer Consultant	Bonita C. Mahoney	

Focusing on parks and recreation services and facilities within this region, this Task Force assumed the following responsibilities:

- Explore the formation of a regional recreation organization which promotes cooperation between governmental, non profit and other public and private organizations for the purpose of enhancing and expanding park and recreation opportunities within the service area.
- Identify financial considerations associated with the costs of development and operation of park and recreation facilities and services and develop a revenue plan to satisfy these financial obligations
- Recommend specific action steps to achieve a comprehensive regional approach to providing high quality park and recreation facilities and services

To further define the purpose of the study, the Task force established the following mission and goals:

Mission Statement

In an effort to enhance the quality of life within our Nittany Valley community, the Nittany Valley Peer Recreation Study Committee seeks to develop and maintain multipurpose recreation services and facilities, which will meet a variety of identified recreational, cultural and educational needs. The Committee will promote cooperation between businesses, governments and the School District, transcending political, social and economic boundaries in order to make the Nittany Valley Communities an outstanding place to work, play and live.

Study Goals:

- Goal 1: Identify and document the recreational needs of the people living within the service area.
- Goal 2: Determine the ability of present facilities and services to serve expressed community needs.
- Goal 3: Create physical and social connection between communities
- Goal 4: Enhance public awareness and participation in park and recreation services.
- Goal 5: Develop an effective organization to administer future efforts and initiatives.
- Goal 6: Identify and prioritize a list of park improvements and potential sources of funding.
- Goal 7: Identify opportunities for intergovernmental and interagency cooperation, in order to expand and enhance parks and recreation services available to the community.
- Goal 8: Improve marketing and public relation initiatives.
- Goal 9: Develop, support and enhance opportunities for volunteerism.

Project Timeline:

During the fourteen month Study, the Task Force met to review and discuss the following topics:

Date July 13, 2006 Interview and hire Consultant * Review Proposed Project Scope, Budget, and Timeline * Collect Municipal Profiles September 14, 2006 * Report on Site Visits * Collect Information about Recreation Commissions and Boards * Identify key persons to be interviewed. * Begin Developing a Community Interest Survey and research a vehicle of distribution. October 16, 2007 * Review and edit mission statement and goals.
* Review Proposed Project Scope, Budget, and Timeline * Collect Municipal Profiles * Report on Site Visits * Collect Information about Recreation Commissions and Boards * Identify key persons to be interviewed. * Begin Developing a Community Interest Survey and research a vehicle of distribution. October 16, 2007 * Review and edit mission statement and goals.
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* F' 1' C '' C
* Finalize Community Survey
* Confirm membership and participation of Marion
Township representatives.
December 14, 2006 Explore Delivery Systems, - East Lycoming Recreation
Authority. Interview Kurt Housamann, Chairman and
Founder.
January 18, 2007 * Discuss potential project for the Task Force - Kepler Pool
* Review sample cooperative agreements: Authority,
Commission
* Review preliminary Survey data and results
* Update on Kepler Pool
March 15, 2007 Public Recreation Facility Assessment * Report on the 1 st Joint Services Committee Meeting
April 19, 2007 Report on the 1 Joint Bervices Committee Weeting
* Planning Grant for the proposed renovations to Kepler Pool
 Discussed formation of regional recreation and Parks entity Update on key person interviews
May 17, 2007 * Review YMCA proposal for a multi-sport complex in
Benner Township
* Review sample 5 year project budget for the Nittany Valley
Recreation Authority
July 19, 2007 * Review draft Ordinance creating the Nittany Valley Recreation
Authority
* Review draft bylaws of the NITTANY VALLEY
RECREATION AUTHORITY.
A. The mandatory dedication Ordinances.
B. Annual ReportsC. Role of the YMCA
C. Role of the Twich
September 20, 2007 Presentation to the Nittany Valley Joint Planning Commission
October 4, 2007 Summarize feedback from the Nittany Valley Joint Planning
Commission

All Task Force meeting were held at the office of the Superintendent of the Bellefonte Area School District with the exception the Last two (2) meetings.

- The meeting on September 20, 2008, was held at the Marion-Walker elementary School.
- The meeting on October 4, 2008, was held at the Bellefonte Airport in Benner Township.

Best Practices

The Task force studied three models of municipal cooperation in the delivery of public parks and recreation systems.

▶ The East Lycoming Recreation Authority (ELRA) – Six municipalities working together to provide recreation and park facilities and service throughout the service area. This is a volunteer driven model. The Authority owns the Lime Bluff Recreation Area and a pedestrian/bicycle trail which links the recreation area in Wolf Township with the Ashkar Sports Complex and elementary school in Hughesville. Wolf Township crews help to maintain this facility. ELRA works with all participating municipalities to improve existing recreation facilities within those municipalities. The participating municipalities provide funding for programs and facility development on an as needed basis. Using data from Municipal Statistics for the fiscal years 2002, 2003, 2004 and 2005 provided by the Pennsylvania Department of Community and Economic Development, the following chart demonstrates the average costs associated with the provision of parks and recreation services and facilities.

Municipality	Population	Percent of Annual Budget dedicated to Parks and Recreation	Cost Per Capita
Hughesville Borough	2220	2%	\$ 8.18
Jordan Township	878	<1%	\$ 0.09
Mill Creek Township	572	0%	\$ 0.00
Picture Rocks Borough	693	9%	\$17.39
Shrewsbury Township	433	0%	\$ 0.00
Wolf Township	2,707	2%	\$ 3.41

▶ The Lewisburg Area Recreation Authority (LARA) includes Lewisburg Borough and East Buffalo Township. LARA includes a professional staff directed by appointed volunteers. The Authority maintains and enhances recreation areas within the service area including a newly renovated, "State of the Art," public swimming pool and park. Revenue generated through the swimming pool covered the cost of operating the facility. Some of the profits were used to draw down the outstanding debt. In addition to the public recreation facilities, LARA offers year-round, multi-generational recreation programming. More information is available at www.golara.org

Using data from Municipal Statistics for the fiscal years 2002, 2003, 2004 and 2005 provided by the Pennsylvania Department of Community and Economic Development, the following chart demonstrates the average costs associated with the provision of parks and recreation services and facilities.

Municipality	Population	Percent of Annual Budget dedicated to Parks and Recreation	Cost Per Capita
Lewisburg Borough	5620	6%	\$ 28.73
East Buffalo Township	5730	2%	\$ 8.18

The Centre Region Recreation Authority (CRPR) includes a six (6) member Centre Region Parks and Recreation Board. Board members are appointed to serve five (5) year terms and represent each of the five participating municipalities and the State College Area School District. CRPR shares the maintenance and development responsibilities for 1,010 acres of the region's fifty (50) parks with participating municipalities as well as two community outdoor swimming pools, a nature Center and a Senior Citizen Center. CRPR offers year-round, multi-generational recreation programming. More information is available at www.crpr.org.

Using data from Municipal Statistics for the fiscal years 2002, 2003, 2004 and 2005 provided by the Pennsylvania Department of Community and Economic Development, the following chart demonstrates the average costs associated with the provision of parks and recreation services and facilities.

Municipality	Population	Percent of Annual Budget dedicated to Parks and Recreation	Cost Per Capita
College Township	8,489	8%	\$ 46.83
Ferguson Township	14,063	4%	\$ 31.60
Harris Township	4,657	6%	\$ 25.47
Patton Township	11,420	6%	\$25.47
State College Borough	38,420	2%	\$ 15.01

Promoting Cooperation

Bellefonte Borough Staff and the Bellefonte YMCA reported that the region's only public swimming pool, Kepler Pool, had become a financial burden to both the Borough and the YMCA and that the Borough was considering closing the pool for the 2007 season. The Nittany Valley Peer Recreation Task Force and the Peer Consultant reviewed Kepler Pool's financial and usage records for the past 3 years. Based on this information, recommendations were developed to improve the future operation of this aquatic facility.

While discussing the value of this facility to the region, other issues about shared community services surfaced. It appeared that conflicts revolved around police and fire protection as well as water and sewer services. The Task Force recommended that the five (5) municipalities within the Nittany Valley Region create a forum to address the expressed concerns. During the first meeting of the Shared Services Committee, elected officials from each municipality discussed the future of Kepler Pool. It was decided that each municipality would contribute \$1.00 per resident to the 2007 operation of the community pool.

The Borough of Bellefonte arranged to partner with the YMCA for the pool's seasonal operation, giving the YMCA a management fee and agreeing to share the season's profits. The Borough also agreed to seek additional funding from the area's State Representative and encouraged the YMCA to seek other funds to offset the expenses of the pre-season preparation. The Borough also agreed to use the municipality's share of the profits for future pool operation.

Between January and April of 2007, the Borough Staff and the Peer Consultant developed a grant application for the Keystone Community Partnership Program to conduct a feasibility study which will include identifying the renovations needed, the anticipated costs associated with neccessary improvements as well as establish project priorities. The development of a long term operating plan is recommended to promote pool benefits and services, encourage revenue production and require minimal annual subsidies by the sponsoring municipalities while offering high quality recreation experiences. In December, 2007, the Borough learned that the State had awarded the \$15,000.00 matching grant.

The Kepler Pool project created an atmosphere of cooperation and collaboration which allowed the Shared Services Committee to confidently address other concerns.

Public Recreation and Parks Delivery Systems Analysis

All of the participating municipalities cooperate with one or more of their neighboring municipalities to provide services such as road maintenance, police and fire protection and water and sewer.

Bellefonte Borough: Bellefonte Borough has a population of 6,395 people. While Borough Council passed an Ordinance in 1967, creating a Park and Recreation Board, this Board no longer exists. However the Borough Council President annually appoints a Recreation Committee consisting of three (3) Borough Council Members. The Park committee primarily deals with maintaining and developing facilities and does not offer any recreation programming. The Committee meets on an as needed basis.

The Borough has a Recreation Tax valued at .08 of a mill. This money is used to pay for the costs of salaries, equipment and activities associated with the maintenance of the Borough's Parks. The Borough is working on a Mandatory Dedication ordinance which could assist the Borough in funding additional parks and recreation development. According to Borough records, the Borough spends an average of \$1,153.14 per resident annually to provide all Borough services. The average annual expenditures for parks and recreation are one percent (1%) of the

general operating budget and two percent of the annual capital improvement budget. This represents an annual expenditure of \$15.03 per Borough resident.

Bellefonte Borough contracts with the Bellefonte YMCA to operate Kepler Pool. This is the only outdoor public pool within the region.

While the Recreation committee does not offer recreation programming, several organizations offer a series of special events that enhance the quality of life within the region and promote local tourism. One of the most successful organizations is Historic Bellefonte INC (HBI), an organization of volunteers, consisting of business men and women working together to promote the Bellefonte Community. They also work with Bellefonte Borough to organize a series of special events each year. These special events celebrate the Bellefonte's heritage, are well organized and provide recreation opportunities for area residents and visitors from outside of the region. All events are funded through the income that they generate. This organization is sometimes able to reinvest their profits to fund limited community projects. These special events include:

- 1. Big Spring Festival 3rd weekend in May Celebrates the big Spring which provides the area's bountiful drinking water supply
- 2. Bellefonte Children's Fair Held the first weekend in June which follows the last day of school
- 3. Bellefonte Cruise Father's day Weekend features parade of high performance and classic automobiles and motorcycles.
- 4. Bellefonte Arts and Crafts Fair August event featuring over 100 crafters
- 5. The Fall Family Festival September / October event
- 6. Bellefonte Victorian Christmas 2nd weekend in December Historic Home tours, train rides, arts and crafts show, gingerbread house contest.

Bellefonte Historical and Cultural Association (HBCA) is a non-profit organization of community volunteers dedicated to enriching the region's cultural environment and celebrating as well as preserving the region's heritage. Working with the Bellefonte Borough, the Pennsylvania Council of the Arts, area businesses and an army of volunteers, HBCA annually offers a variety of programs and experiences which transcends generations and is available to all of the area's residents. These admirable efforts include but are not limited to:

- A weekly series of Concerts in the Park held during the summer at Tallyrand Park;
- Performing and Visual Art Exhibits:
- Opportunities for creative writing in pros and poetry.

Benner Township: Benner Township is a second Class Township with a population of 5,217. 2,200 of these residents are incarcerated at Rockview State Correctional Institution and 3,017 people are Township residents. The three (3) elected Township Supervisors direct the business of the Township. For the past fifteen (15) years, the Township Supervisors have hired a Recreation Director. This individual works on a part-time basis and is responsible for organizing recreation programs and coordinating the maintenance and development of all Township parks.

The Recreation Director serves at the discretion of the Township Supervisors. At the present there is no appointed Recreation Committee or Board and no apparent method for citizen input or direction.

The Recreation Director organizes, hires and supervises program staff, promotes and conducts a six week summer day camp, school "in service" day activities, and special events including the Fall Festival, the Halloween Haunted Trail, and the Easter Magic Egg Hunt. The day camp is offered at one participation fee for Township residents and a higher fee for non-residents.

Each year, Benner Township spends an average of \$300.34 per resident to provide all Township services. The Township allocates an average of three percent (3%) of its annual operating budget

for the provision of parks and recreation services and facilities. This represents an annual expenditure of \$9.79 per township resident. Over the past three years, Benner Township spends an average of twenty four percent (24%) if its annual capital improvement budget on recreation facility improvements.

Benner Township has no mandatory dedication ordinance. However, Township officials are exploring the benefits of such an ordinance.

Marion Township: Marion Township has the smallest population with only 978 people. The Township has a very active Recreation Board. Members are appointed annually by the Township Supervisors. The Township owns only one public recreation area. The Recreation Board does not offer any programming and works to expand recreation opportunities at the Township Park.

Marion Township annually spends an average of \$214.31 per resident to provide all township services. Of the total annual operating budget, the Township allocates an average of seven percent (7%) of its annual operating budget for the provision of parks and recreation services and facilities. This represents an annual expenditure of \$15.03 per township resident. It should be noted that the Township did not offer any public recreation facility until it started to develop the Township Park. A DCNR Grant was obtained to help fund the design and development of this park, however, the Township did not comply with the grant regulations and the grant was rescinded. The Township and the Recreation Board are proceeding with park development on an "as funds become available basis."

In compliance with recommendations of the Nittany Valley Comprehensive Plan, Marion Township adopted a Mandatory Dedication ordinance. There is concern that the ordinance is too strict because it doesn't permit parents to give property to children without complying with the requirements of the ordinance.

Spring Township: Spring Township is a second class township serving a population of 6,117. The Township is governed by three elected supervisors. Management responsibilities for the Township's day to day operation are handled by the Township manager professional staff. While the Township is served by a self appointed recreation committee, there is no formal agreement that acknowledges the committee's membership or responsibilities. The Recreation Committee advises the Township on recreation and park issues; however communication between the Committee members and Township Officials is tenuous. The main focus of the Recreation Committee is organizing the Township's two special events: The Easter Egg Hunt and the Spring Township Fall Festival.

Spring Township spends annually an average of \$214.31 per resident for all Township services. The Township allocates an average of two percent (2%) of its annual operating budget for the provision of parks and recreation services and facilities. This represents an annual expenditure of \$5.99 per township resident. Information was not available on the Spring Township's annual capital improvement budget on recreation facility improvements.

Walker Township: 3,299 people reside in Walker Township and the population of this Township is growing at an accelerated pace. In 1996, the Township Supervisors established a seven (7) member Recreation Board. Board members are appointed and serve terms of five (5) years. This very effective Recreation Board is responsible for the maintenance and development of the Township's three parks and also runs a six week summer day camp for children ages 5 to 12. Under the guidance of the Recreation Board, the Township recently purchased a 30-acre parcel of land which will expand public recreation opportunities at the Walker Township Park. The Recreation Board has issued a "request for proposal" for a site master plan for the thirty acre parcel.

Walker Township has a Mandatory Dedication ordinance which helps to fund public recreation opportunities. Additional revenue is generated through users' fees such as pavilion rentals and recreation programs.

State Route 64 handles the volume of traffic through Walker Township and serves as an arterial route through the Nittany Valley. County planning officials have expressed concern about the safety of township residents accessing the Township's main public recreation area by crossing this dangerous and congested highway. The Township, the County Planning Commission and the Pennsylvania Department of Transportation must work together to address these safety concerns.

Annually, the Township spends an average of \$528.30 per resident to fund all Township operations. One percent (1%) of the township's annual operating budget is used to fund parks and recreation activities or an average of \$4.55 per resident. Capital improvements for parks and recreation have increased \$10,000.00 per year for each of the past three (3) years.

Bellefonte Area School District: The Bellefonte Area School District is a unifying force within the region. The School District operates four (4) Elementary Schools, a Middle School and the High School. Because of population growth in the region, some of the District's School enrollments are close to capacity and will require additional planning to accommodate the region's educational needs. The chart below demonstrates the School District's current enrollment.

School	Current Enrollment	Capacity
Bellefonte Elementary School	415	600
Benner Township Elementary School	201	300
Marion / Walker Elementary School	362	375
Pleasant Gap Elementary School	253	300
Bellefonte Area Middle School	677	905
Bellefonte Area High School	1,054	1,200

The School Board and School District Officials support the use of the School District's facilities by public organizations when these facilities are not being used for School functions. The School District Superintendent and his Administrative Assistant organize and offer a limited number of non credit programs throughout the year. These programs are held in School District buildings and are available to District residents for nominal user fees.

The School District also cooperates with the YMCA in offering before and after school child care. These programs are offered at each of the elementary schools. Because the School District does not have an indoor pool, the High School Swim Team uses the YMCA's small lane pool for practices.

Other Recreation Providers:

Bellefonte YMCA: This Community YMCA offers:

- 1. The areas' only indoor swimming pool
- 2. Fitness Center
- 3. Youth Activity Center
- 4. An Indoor Basketball Court
- 5. Childcare

Community Academy for Life-Long Learning (CALL): According to this organization's website, http://call.centreconnect.org. CALL is a nonprofit, volunteer-driven organization whose mission is to provide mature adults with educational and social enrichment opportunities that accentuate the joy of learning and personal fulfillment.

This organization offers a wide range of cultural, educational and recreational programs. Membership fees and users' fees are required. CALL is an affiliate of the Elderhostel Institute Network

<u>Baseball and Softball:</u> There are at least five (5) youth Baseball organizations operating within the Nittany Valley Region.

Organization	Facility	Target Ages	Number Teams	Number of Players
Bellefonte Little League	Bellefonte Little League	Boys and Girls - 5 -12 No Softball Program		250
Marion / Walker Little League	Walker Township Park Jonas Panik Field at Marion Township Park	Boys and Girls - 5 -12 No Softball Program		130
Pleasant Gap Little League	Pleasant Gap Little League Gettig Park in Pleasant Gap	Boys and Girls - 5 -12 No Softball Program		100
Teener League	Parkview Heights Park in Bellefonte Donovan Fields – Spring Township	Boys – 13 & 14 Boys – 15 & 16	5 Teams 6 teams	100
American Legion	High School Field and Governors Park	Boys – 19 & under		36
VFW Team	High School Field and Governors Park	Boys – 19 & under		

The Teener League maintains the Baseball Field at Parkview Heights Park. The Borough removes garbage. League wants to work with Spring Township to renovate the Donovan Fields.

All Youth Baseball leaders expressed frustration with the lack of facilities for both game play and practice. They noted that their respective organizations sponsor tournaments in the region. Some of the Little League leaders have suggested that the Three Little Leagues should combine resources and merge into one organization in the region. These events can have a very positive impact of the local economy.

<u>The Bellefonte Soccer Association:</u> The Bellefonte Soccer Association is available to boys and girls ages 41/2 through 18 years old. The League uses fields at Payne Soccer Complex in Spring Township, Governors Park in Bellefonte Borough and Walker Township Park. League play is offered during the Spring serving three hundred (300) children and in the Fall which includes six hundred (600) participants.

League leaders continue to express concern about the lack of practice space within the region. Game fields are used heavily during each season and suffer from over use. Additional facilities would allow the use of fields to be rotated. Fields could have a season off to recover.

Canoeing and Kayaking: Local Canoeing and Kayaking interests are centered on the Sunnyside Paddle Park on Spring Creek on the boundary of Bellefonte Borough and Spring Township. This facility was developed in 1964 by local paddlers because of the unique attributes of Spring Creek and is deemed one of the best canoe and kayak training areas in the United States. It is used year round.

The Penn State Outing Club offers two or three races each year drawing participants from Canada and the Northeastern United States. The two annual events are:

- Bellefonte Slalom held in October, draws 100 participants
- Dog Day Slalom held in August, draws 75 participants

Mach One Kayak Club trains youth in the sport of kayaking. Annually, this organization offers four (4) day camps. This organization also trains youth to participate in the Junior Olympics. It leases 1.7 acres across the road from the park. A house trailer on this site is used as a boathouse, warming area and changing area for participants.

Tussey Mountain Outfitters is located on river right just up stream from Sunnyside Paddle Park. The proprietor of this establishment runs canoeing and kayaking programs and classes at this site and helps to maintain the facility.

The Pennsylvania Fish Commission removed McCoys Dam down stream from this site in the summer of 2007. With the removal of this dam, a water trail will exist between Bellefonte and Milesburg. The Fish Commission is considering plans to improve access to this area from river right by installing parking areas, a pedestrian bridge and boat access ramps.

The river left access to Sunnyside Paddle Park crosses a railroad entrance to a switching yard. The Rail Authority is concerned about liability risk and is negotiating with Bellefonte Borough to share the cost of installing a pedestrian crossing gate at this access point.

<u>PA Fish Commission:</u> The Pennsylvania Fish Commission is a leading force within the region, promoting clean waterways and working with local governments and sports clubs to improve water quality, aquatic habitats and stream access by sportsmen and other visitors.

<u>The Bellefonte Museum For Centre County:</u> This museum located in the historic Linn House in Bellefonte features exhibits and events for all ages.

<u>Centre County Library:</u> Located in Historic Bellefonte, the Centre County Library and Historic Museum is home to an impressive collection of artifacts and information including Native American times through the Civil war through the early 1900's. The Library's Pennsylvania Room features one of the largest repositories for Centre County and Central Pennsylvania history and genealogy.

<u>American Philatelic Society:</u> This national organization located in Bellefonte and features extensive stamp collections, tours, research opportunities, workshops and special events.

<u>Bellefonte Senior Citizens' Center:</u> Located at 205 South Allegheny Street in Bellefonte, this facility is offered through the Center County Office of the Aging. The staff organizes, promotes and directs a variety of leisure programming and social services but opportunities are limited because of the location and size of this facility. Steep grades, high curbs, limited parking and concrete steps make access to this facility difficult for Senior Citizens with physical challenges.

Other Recreation Providers:

- o Nittanee Creek Practice Range: Golf
- o Ridge Soaring Gliderport
- Bed and Breakfast Establishments
- Pitching and batting cages and training center

Public Recreation Facility Assessment:

The following descriptions are intended to clarify and suggest improvements to the existing public recreation facilities within the Nittany Valley service area. Facilities are presented by municipality. These discussions do not correlate to any order of importance.

<u>Bellefonte Borough:</u> Guided by a Recreation Committee, a diverse and motivated army of volunteers and very dedicated Borough Staff, a variety of services and facilities collectively enhance the quality of life within the Nittany Valley Region and beyond.

Tallyrand Park: Tallyrand Park is a charming, passive recreation area which conveys the character, Victorian heritage and cultural richness of the community.

- Spring Creek flows through the park with a "lowhead" dam creating a clear pool, where palomino trout and ducks contribute to a peaceful atmosphere.
- Playground composite structure is located beside the stream and an active railway borders the other side. The design and location of this amenity creates some concern for the patrons' safety and the Borough is trying to identify methods to provide for safety of park users while preserving the character of this unique public space.
- Borough received a DCNR Grant to fund improvements to this facility.
- Park hosts free public concerts during the summer.
- The old train station houses the local Chamber of Commerce.
- Borough plans to connect the existing park with large open space next to water treatment facility.
- This Park is located within the business district and close to other significant points of interest including the Match Factory a renovated building which houses offices and shops.

Governors Park: According to the responses from the Task Force's Community Interest Survey, Governors Park is the second most visited Recreation Area in the Nittany Valley region.

- Park is centrally located with reasonably well maintained facilities.
- Park traffic patterns and amenities are organized into passive areas and active areas.
- Soccer field is removed from remaining park, making access to the park's comfort facilities inconvenient. There is one porta-potty located beside the soccer field. Road access and parking area for soccer field are not designed to accommodate high volumes of traffic.
- Kepler Pool is a unique feature in the region. It is the only public pool within the five municipalities.
- Borough is gradually improving ground apparatus and surfacing.

Krauss Park: Tiny, linear parcel with a very passive, reflective character, Krauss Park is nestled beside Spring Creek.

- Picnic Tables and a stone path which follows the creek
- Nice green space close to business and retail areas of Bellefonte
- Park is a target for occasional vandalism.

Parkview Heights: Parkview Heights is home to the Teener Baseball League.

- Teener League would like to expand the depth of the outfield.
- Playground equipment is dated with no safety surfacing beneath it.
- Current field design limits the Teener League to one game per week night.
- Park entrance sign is in poor condition.

Joseph A. Masullo: Formerly known as Reynolds Avenue Park, aka "Texaco Park", this 2 acre, neighborhood park was leased until a 2006 grant from DCNR made it possible for the Borough to purchase much of the park property.

- Part of this parcel is used as a dog park. Borough plans to stock the park with plastic bags and waste receptacles
- Playground equipment is old with no safety surfacing.
- Ownership of the entire parcel is in question.

Sunnyside Paddle Park: This Park is a tribute to the unique characteristics of this region. Along this stretch of Spring Creek, kayak enthusiasts recognized rare and ideal water features

conducive to this sport. In 1964 these sportsmen and women built the paddle park. This unique facility is maintained by volunteers. Current access to the park requires park users to cross an active railway and has created some controversy with the local rail authority. The Borough is working with the Fish Commission to develop access on river right.

Two and sometimes three races are held at this site annually. These events attract
paddlers from all parts of the United States and Canada. Further study of the impact of
these events on the local economy is recommended.

Benner Township: Benner Township is the only municipality to hire a part-time recreation director. While this position with support from Township staff is able to guide the development of recreation facilities and services, more effort is needed to encourage and incorporate direction from the Township's residents.

Buffalo Run Community Park: The community space combines Active and passive recreation areas with significant natural features.

- Well maintained facility
- Walking path is unfinished but will someday link the active areas with the property's natural features including wetlands, creek and adjoining neighborhood.
- Future plans could make this area a trail destination for the Bellefonte Central Rail Trail project. The proposed trail will link Bellefonte Borough, Spring Township and Benner Township.
- Site is host to the annual Benner Township Fall Festival

Rockview State Correctional Institution Property Transfer: Benner Township, Penn State University and the Fish Commission are the proposed recipients of the 1,800 acres

Benner Township Park: This Park is centrally located.

- Use of natural features to define activity areas.
- Access to amenities could be challenging to some segments of population.
- Traffic patterns and parking areas for the recreation facilities require more definition.

<u>Marion Township:</u> A Recreation Committee appointed by the Township Supervisors work hard to identify financial and volunteer resources to improve the quality of life within the Township.

Jonas Panik Park: This park consists of a pavilion and a little league field. The Township was awarded a DCNR development grant. Through a combination of "unfortunate events" the State Grant was revoked.

- Development plans include a walking trail, comfort facilities, playground areas, and support facilities.
- Recreation Committee will proceed with the park's development

Spring Township: Township staff guide the development of recreation facilities. A three member Recreation Committee contributes volunteer time and effort to increase public recreation services within the Township. More communication and collaboration between the Recreation Committee and the Township Supervisors and Staff is strongly recommended!

Spring Township Municipal Park and Softball: The Park surrounds the Municipal Building.

- Softball fields and support facilities are in very poor condition.
- A local youth baseball league used this facility during the spring and summer of 2007

Spring Creek Nature Area: This natural area attracts fishermen and is one of the most valued public spaces in the region.

- Trails and access to Spring Creek makes this a popular destination.
- Future plans include a system of trails that connect Bellefonte's waterfront to Spring Creek Township.

Payne Community Soccer Field: This facility was built through a true spirit of cooperation.

- The Picnic Shelter, player's benches and picnic tables were constructed as Eagle Scout projects. The craftsmanship is admirable.
- On site parking and pedestrian and vehicle traffic patterns are not defined. Considering the facility's high volume of use by young families, current conditions raise substantial safety concerns.

Coleville Park: Located in Coleville, this park may be of significance. The facility is no longer maintained as a community park.

- Playground equipment located on this site is in poor condition.
- · White limestone bleachers and former softball field exist on the site
- Access road is in very poor condition.

Pleasant Gap Park: This is a planned recreation area adjacent to Pleasant Gap Elementary School. The Township received a DCNR Development Grant but has forfeited this grant by allowing the grant term to expire.

<u>Walker Township:</u> The Township Recreation Committee is very involved in the planning, development and maintenance of recreation services and facilities. This Township's population is growing rapidly. It is important that planning and development for public recreation keep up with the increasing demand.

Walker Township Park: The Walker Township Park is heavily used and offers a wide variety of active and passive recreation.

- Playground apparatus areas should be updated.
- The Township's population is rapidly growing. Demand for recreation facilities will rapidly exceed current conditions.
- Additional park land was purchased by the Township. The Township Recreation Committee is in the process of advertising for a site master plan.

<u>Bellefonte Area School District:</u> As the area's population grows, the demand for public education services is rapidly expanding and increasing the demand for both indoor and outdoor facilities. School District officials work with the Bellefonte YMCA to offer after school childcare at each of the elementary schools. District Staff also offer a limited variety of non-credit adult education services.

Bellefonte Elementary School: Outdoor recreation facilities are limited.

- Playground area is attractive, up to date and well maintained.
- There is a paved multi- purpose area adjacent to the school with limited green open space.

Benner Township Elementary School: Playground area is relatively new and well maintained

Marion Walker Elementary School: This is a new facility. Playground equipment and outdoor recreation amenities are very nice.

Pleasant Gap Elementary School: Playground area is relatively new and well maintained. If the planned park development advances, this site will provide excellent recreation opportunities for the school and the surrounding community.

Bellefonte Middle School: The two softball fields are fully equipped and well designed and maintained. The site also hosts a baseball field, a soccer field and limited open space.

Bellefonte Area High School: Due to the expansion of the High School, green open space is limited. Construction of the new facilities has forced the Physical Education Department to decrease or limit the instruction of lifetime sports.

The Football Stadium, the practice football field, the baseball field and a practice area for the High School's marching band is located on the west side of the existing school. These facilities serve the varsity and junior varsity football and baseball programs as well as the youth football program and the Teener Baseball League. In addition, the practice football field and the band's practice area serves as a parking area during games special events. The ELA Group, Inc. of State College conducted the Bellefonte Area High School Athletic Field Use and Feasibility Study in 2005. In this report, the authors noted that the these fields and support facilities showed wear due to overuse and recommended that the School District plan to renovate these areas.

Community Interest Survey and Key Person Interviews

The Task Force decided to develop and distribute a Community Recreation Interest Survey to assist in the identification of the recreational needs of the citizens within the region. Originally the School District agreed to distribute the survey as part of the School District's newsletter but problems with the printing vendor delayed the distribution of the survey until January 2007. Walker and Benner Townships also distributed the Survey in their Township newsletters. The YMCA made the surveys available in their lobby and also made arrangements with the Bellefonte Gazette to publish the survey tool in the local weekly newspaper. The YMCA offered to waive the \$80.00 Joiner Fee to anyone turning is a completed survey.

Surveys were collected at the YMCA and at each Township Building and at the Borough office. While survey response represented 2% of the population, the response for various age groups paralleled that of the region's population.

In addition to the Interest survey, the task force recommended that the Peer Consultant gather information from community leaders, recreation providers and representatives of the region's special interest groups. Based on the Task Force's suggestions, fifty-nine people were interviewed individually or in groups.

Name	Name	Name
Dave Kurtz	Bill Masullo	Dr. Gaye Dunne
Paul Kramer	Dale Moore	Rodney Mitchell
Keith Lair	Ralph Stewart	Ed Bower
Joe Menna	Martina Byrnes	Renee Swancer
Lee Dorman	Dick Mulfinger	Sharon Royer
Denny Mason	Chris Price	Chip Aikens
Dave Breon	Liz Toukinen	Kent Addis
Judge Charles Brown	Dr. Tom Masullo	Sue Hannegan
Bill MacMath	Vicki Confer	Don Ameriello
Christian & Tammy Duran	Howard Long	Deb Zimmerman
Norman K. Lathbury	Mike Shamala	Ken Roan
Alan Witherite		
Historic Bellefonte	Middle School Students	Spring Township Recreation
<u>Incorporated</u>	w/ Tom Masullo	<u>Committee</u>
Richard M. Davidson	(Because of Student's Age, Last	
Doris Lawson	names will not be used)	Andy Walker
Larry Lawson		Dave Potter
Jeff Steiner	Erik	Marty Nordberg
David Provan	Andrew	
Kay Zinsner	Jessica	
Ron Iadarola	Yuliya	

Bud Halderman	Corrine	
Holly Wilson	Charmain	
Karen Seagren	Michelle	
Cheryl Fugate	Devon	
Amy Pfeffer		
Donna Rochon		
Jack LaFond		

The information obtained through the interest survey was compared to the data obtained from similar surveys conducted by the Benner Township Recreation Director and the Bellefonte YMCA as well as information gathered from the Key-Person interviews. Results revealed valuable insights about the recreational needs of the region.

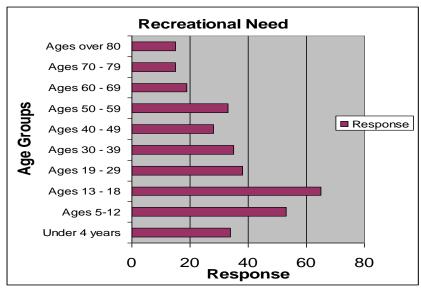
The Key Person Interview Guide is included in Appendix A

Community Interest Survey is included in Appendix B

Benefits of Living in the Nittany Valley Region: Area residents were asked what they liked about living in the Nittany Valley Region. Most valued characteristics of the Nittany Valley Region include.

- Natural beauty of region ...i.e....landscape, water resources, mountains and natural areas.
- Importance of the Big Spring
- Preservation of open space
- Outdoor sporting opportunities: hunting, fishing, boating, hiking,
- Walkable Community
- Central location
- The People
- Tallyrand Park
- Close proximity to Penn State
- Waterfront Business District
- Area's Heritage
- Tremendous commitment to volunteerism
- High quality of life
- Opportunities for youth
- People have lifelong connections to area. When children grow up, they remain in area and raise their children here.

Need for Recreation Services and Facilities: The Nittany Valley Peer Recreation Task Force's Interest Survey data and Key-Person Interviews reflected the perception that children between the ages of 13 to 18 have the greatest unmet need for recreational services. Respondents also indicated the desire to expand recreation services for region's children ages 5 to 12 and the area's young adult population between the ages of 19 and 29.



Survey respondents' perception of need for recreation services

Recreation Interests: Interviewees and survey respondents confided their preferred recreational interests. Results indicated include:

- 1. Fitness Programs
- 2. Walking Opportunities
- 3. Recreational Swimming
- 4. Concerts in the Park
- 5. Picnicking

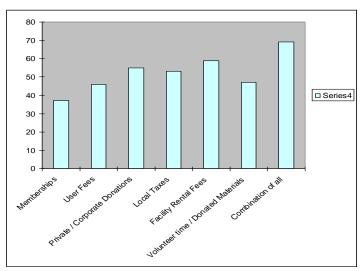
Three of the top five interest areas, walking, swimming and picnicking are considered self-directed, requiring safe spaces and minimal supervision and allowing participation that comply with the individual's or small group's specific desires and schedules.

According to survey results, the most significant factor effecting participation in recreation is cost.

Preferred Amenities: Survey respondents and the individuals interviewed were asked which park facilities that they and their family members felt were most important in public recreation areas. According to the data collected the most valued amenities in public recreation areas are:

- 1. Public Restrooms
- 2. Walking/Hiking Trails
- 3. Picnic Tables
- 4. Parking Areas
- 5. Natural Areas

Funding for Parks and Recreation: The consensus of the surveyed and interviewed populations indicated that public recreation facilities and services should be supported through a variety of sources including public tax dollars, users' fees, private donations and grants.



Survey data on the funding of parks and recreation services and facilities.

Cooperation between Governments and Local School District: Ninety-four percent (94%) of the survey respondents supported a regional approach to the provision of parks and recreation services. Intergovernmental cooperation is viewed as a very good use of resources but many of those interviewed expressed concern about:

- Efforts to protect territory and powerbase by local politicians
- Current duplication of services is perceived as a waste of limited resources.

 Area residents have connections which extend beyond the boundaries of the regions political subdivisions. Public recreation and parks facilities and services are viewed as ways the connections between communities.

While enhancing and supporting high quality education services, Townships, Borough and School District officials should work together to increase recreation opportunities in the region. The political subdivisions and the school district are funded through tax dollars and have the responsibility to enhance the quality of life for all tax payers within the region.

Shared Concerns: Individuals expressed concern about this region and its future.

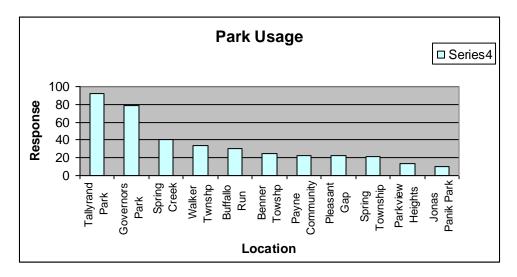
- o Rapid growth in area's population
- Loss of open space
- Loss of volunteers
- Need affordable housing close to jobs

Concerns About Public Recreation Facilities And Services: Survey participants and the persons interviewed were asked to share their ideas and insights about the current conditions of the public recreation services and facilities. Reactions included the following:

- Lack of public recreation facilities Need more baseball, softball and soccer fields
- Some public recreation facilities are poorly maintained
- Need to promote interest in lifetime sports
- Area has many unique recreation opportunities: Sunnyside Paddle Park, Kepler Pool, and Fisherman's Paradise.
- Need for governments to work together to increase opportunities.
- Area hosts valuable special events that promote tourism and have a positive impact on the community.

Preferred Public Recreation Areas: Survey and interview data showed that residents value their public recreation spaces and that these areas are very important components of their communities. According to the survey information the top five (5) most visited Parks in the Nittany Valley Region are:

- A. Tallyrand Park
- B. Governors Park
- C. Spring Creek Nature Park
- D. Walker Township Park
- E. Buffalo Run Community Park



It should be noted that survey respondents from each of the five (5) municipalities said that they enjoyed the recreation facilities at Tallyrand Park at least once.

Developing a Document of Intergovernmental Cooperation

A regional approach to the provision of parks and recreation services must include direction from elected officials but also incorporate methods of obtaining citizen input and feed back. The most successful regional efforts employ open communication loops, creating programs, facilities and services based on the identified needs of the community, seeking feedback from citizens and using this information to continually improve the delivery system. It is also very important to keep the elected parent bodies apprised of the regional efforts.

The Task Force discussed the benefits and concerns of developing a regional approach to recreation and parks planning within the Nittany Valley.

Benefits	Concerns
Share cost of equipment purchase	Loss of Volunteers
Regional approach to planning and meeting recreational	
needs of residents	Territorialism
Avoid duplication of efforts	Lack of shared vision
Share cost of development of facilities	Disagreement on priorities
Expand recreation opportunities for region	
Obtain quality and consistency in facility maintenance.	
Maximize the benefit of the tourists' dollar	

A regional parks and recreation entity can provide coordination for proposed development of recreation facilities within the region by not-for-profit, for-profit and public entities by providing focus and insight into the community's character and recreational needs. Creating partnerships between public and private organizations can promote more efficient use of limited public resources while expanding services and facilities. However, when the public resources are used, there must be tangible benefits for the entire community

Priorities for creating a regional approach to parks and recreation should include:

- 1. Creating a regional parks and recreation entity which depends on support from participating municipalities and user fees.
- 2. Initially allows each municipality to own and maintain their respective public recreation areas.
- 3. Planning and establishing priorities for the development and renovation of public recreation facilities and services within the Nittany Valley Region.
- 4. Pursuit of alternative funding sources for development and renovation of public recreation services and facilities.
- 5. Eventually hire a parks and recreation professional to direct the Nittany Valley Recreation entity's efforts.

Management Options

Providing parks and recreation facilities and services should be approached through regional cooperative effort. As demonstrated in the data collected in the Community Recreation Interest Survey and communicated in the key person interviews, area residents value the region's public recreation facilities and consider these public spaces regional assets. As the region's population rapidly expands the demand for public parks and recreation facilities increases. Several of the region's municipalities lack the focus and managerial skills necessary to satisfy the public's demand for quality public parks and recreation facilities and services. In some cases the lack of shared vision and leadership has resulted in loss of valuable resources and has eroded away the confidence and trust of potential partners in the public recreation efforts. Fostering a spirit of cooperation and collaboration within the region can help rebuild, strengthen and expand public recreation opportunities.

The following three management approaches are offered for the region's consideration. These options can be used separately or as stepping stones to achieve the region's parks and recreation goals.

Scenario I: Nittany Valley Recreation Committee

- I. Create Committee with representatives from all participating municipalities and the School District. This appointed body includes one elected official and one citizen from each participating municipality and a representative from the Bellefonte Area School Board. The Bellefonte Area YMCA should have a representative on this regional committee.
 - A. Role of Regional Committee
 - 1. Clearing house for services
 - 2. Advise on development of facilities and services
 - 3. Assist municipalities in raising funds for development
 - B. Municipalities would continue to own and operate facilities within their geographic boundaries.
 - C. Municipalities will provide staff support to facilitate committee's efforts
 - D. Make Annual Report on Regional Committee's focus and goals

Financial Analysis - Scenario 1

Because this model is volunteer driven and directed, the following budget proposal allows the regional recreation committee to offer special events, programs and to plan and recommend renovations and development of recreation areas.

Anticipated Expenditures

Salaries and wages: This model relies on volunteers and does not provide for employees. However the committee can hire individuals for specific purposes, such as program leadership through a "revolving account." The revolving account allows the Recreation Committee to develop a contract with an individual. This contract defines the role and responsibilities, the length of time that the contract will be in effect and the amount of money paid for the services provided. Committee members generate the income required by the contract through users' fees and / or donations.

In order to be successful, the recreation committee will require clerical support and record storage among other services. Participating municipalities will need to provide support services and facilities.

Employee Benefits: No expenditures in this category are anticipated.

Administration: As a cooperative effort by all participating municipalities and the School District, the Recreation Committee will offer programs, and special events. These activities will require that the committee plan, promote and conduct its business. Under this model administrative costs represent the largest expenditure and include:

- Insurance such as liability and directors and officers insurance is required and protects
 the Recreation Committee members, program participants and property owners from the
 risk associated with property damage and or personal injury which may result from the
 Committee's activities.
- Advertising: The Recreation Committee is responsible for providing parks and recreation services and facilities within its service area. It is important that this entity promote and make the public aware of its services and efforts.
- Postage: The Recreation Committee will mail documents advertisements and general committee business.
- Subscriptions and Dues: The Nittany Valley Recreation Committee should join the Pennsylvania Recreation and Parks Society (PRPS). This organization provides training programs for committee members and offers a wide variety of resources designed to expand the quality of local parks and recreation service. The Recreation Committee is encouraged to actively participate in local organizations such as the Chamber of Commerce, and Historic Bellefonte Incorporated (HBI).
- Training: PRPS offers an outstanding training program for members of public recreation committees, commissions and boards. It is strongly recommended that the committee encourage a municipal employee to become certified in playground safety as well as pool operations. These training programs will help municipalities improve their playgrounds and improve the efficiency of the poll operation.
- Auditing Services: Since this organization is supported by a variety of public and private funds, it is highly recommended that the committee's financial activities be audited annually. A report of this audit should be shared with each of the supporting institutions.
- Legal Services: The Recreation Committee will require legal review and advice.

- Office Supplies: This line item allows the committee to purchase office supplies necessary for efficient operation.
- Office Equipment: This line item allows the committee to purchase office equipment necessary for efficient operation.

Material and Supplies: This budget allows the Recreation Committee to purchase special supplies and materials which support the committee's efforts. Such materials and supplies include but are not limited to: arts and crafts supplies, sport supplies and equipment, and promotional materials.

The expenditure side of this budget offers basic services designed to promote cooperation among the participating municipalities and expand public recreation opportunities. It can be adjusted to more specifically address the region's needs and the Nittany Valley Recreation Committee's goals.

Scenario 1 - Volur		nteer Drive 1st Year		Model 2nd Year	;	3rd Year	4th Year	5th year		
SALARIES & WAGES										
Executive Director	\$	-	\$	-	\$	-	\$ -	\$	-	
Secretarial Services	\$	-	\$	-	\$	-	\$ -	\$	-	
Program personnel	\$	-	\$	-	\$	-	\$ -	\$	-	
Seasonal Maintenance	\$	-	\$	-	\$	-	\$ -	\$	-	
Total Salaries & Wages	\$	-	\$	-	\$	-	\$ -	\$	-	
EMPLOYEE BENEFITS										
FICA	\$	-	\$	-	\$	-	\$ -	\$	-	
Workers' Compensation	\$	-	\$	-	\$	-	\$ -	\$	-	
Life Insurance	\$	-	\$	-	\$	-	\$ -			
Pensions	\$	-	\$	-	\$	-	\$ -	\$	-	
Health & Dental Insurance		\$0.00		\$0.00		\$0.00	\$0.00		\$0.00	
Total Benefits	\$	-	\$	-	\$	-	\$ -	\$	-	
ADMINISTRATION										
Insurances (Liability)										
est.	\$	2,500.00	\$	2,575.00	\$	2,652.25	\$ 2,731.82	\$	2,813.77	
Advertising	\$	1,000.00	\$	1,100.00	\$	1,150.00	\$ 1,200.00	\$	1,300.00	
Postage	\$	400.00	\$	400.00	\$	450.00	\$ 500.00	\$	550.00	
Subscriptions and Dues	\$	600.00	\$	600.00	\$	650.00	\$ 650.00	\$	700.00	
Training	\$	500.00	\$	500.00	\$	700.00	\$ 700.00	\$	900.00	
Auditing Services	\$	1,200.00	\$	1,200.00	\$	1,250.00	\$ 1,250.00	\$	1,300.00	
Legal Services	\$	3,500.00	\$	3,570.00	\$	3,641.40	\$ 3,714.23	\$	3,825.65	
Office Supplies	\$	300.00	\$	300.00	\$	350.00	\$ 350.00	\$	400.00	
Office Equipment	\$	500.00	\$	500.00	\$	700.00	\$ 700.00	\$	850.00	
Total Administration	\$	10,500.00	\$	10,745.00	\$	11,543.65	\$ 1,796.05	\$	12,639.43	
MATERIALS & SUPPLIES	;									
Fuel & Motor Supplies	\$	-	\$	-	\$	-	\$ -			
Seed Mulch & Fertilizer	\$	-	\$	-	\$	-	\$ -			
Sanitary Supplies	\$	-	\$	-	\$	-	\$ -			
Paint	\$	-	\$	-	\$	-	\$ -			
Tools and Supplies	\$	-	\$	-	\$	-	\$ -			
Program Supplies	\$	7,000.00		7,000.00		7,000.00	7,800.00	\$	7,800.00	
Total Mat. & Supplies	\$	7,000.00	\$	7,000.00	\$	7,000.00	\$ 7,800.00	\$	7,800.00	

UTILITIES

TOTAL BUDGET	\$ 17,500	.00	\$ 17,74	5.00	\$ 18,543	.65	\$ 19,596	.05	\$ 20,439).43
Total Equipment & Repairs	\$	-	\$	-	\$	-	\$	-	\$	-
Leaf Removal	\$	-	\$	-	\$	-	\$	-		
Snow Removal	\$	-	\$	-	\$	-	\$	-		
Lawn Mowers	\$	-	\$	-	\$	-	\$	-		
Tractor	\$	-	\$	-	\$	-	\$	-		
Communication Equip.	\$	-	\$	-	\$	-	\$	-	\$	-
EQUIPMENT & REPAIRS										
Total Utilities	\$	-	\$	-	\$	-	\$	-	\$	-
Water & Sanitary	\$	-	\$	-	\$	-	\$	-		
Electricity	\$	-	\$	-	\$	-	\$	-		
Phone/Internet	\$	-	\$	-	\$	-	\$	-	\$	-
Office Rental	\$	-	\$	-	\$	-	\$	-	\$	-

Anticipated Revenue - Scenario 1:

The following revenue plan demonstrates how the Nittany Valley Recreation Committee's operation can be funded. This model requires the Committee to raise between \$2,000.00 and \$2,800.00 annually. The Committee can raise these funds by soliciting public donations and by offering services that generate revenue.

Participating municipalities will contribute funds to support the Nittany Valley Recreation Committee's initiatives and activities.

The two (2) models provided on the following page, offer the annual contributions required by the participating municipalities. The first option demonstrates the municipal contribution based on the population of the respective municipalities. The second option bases the municipal contributions on the number of households within the municipality.

Of course, if any listed municipality elects not to participate in the cooperative effort, then the contribution by the participating municipalities and school district must be adjusted.

Revenue Plan Scenario 1- Volunteer Driven Model

Option I - Per Capita		\$0.74		\$	\$ 0.75		\$ 0.77		\$ 0.80		0.84	
Line Item		•	1st Year		2nd Year		3rd Year		4th Year		5th Year	
Circuit Rider Grant												
Program Revenue		\$	2,000.00	\$	2,000.00	\$	2,500.00	\$	2,750.00	\$ 2,	800.00	
Municipal Contrib.												
Bellefonte Borough	6395	\$	4,732.30	\$	4,796.25	\$	4,924.15	\$	5,116.00	\$ 5,	371.80	
Benner Township	3217	\$	2,380.58	\$	2,412.75	\$	2,477.09	\$	2,573.60	\$ 2,	702.28	
Marion Township	978	\$	723.72	\$	733.50	\$	753.06	\$	782.40	\$	821.52	
Spring Township	6117	\$	4,526.58	\$	4,587.75	\$	4,710.09	\$	4,893.60	\$ 5,	138.28	
Walker Township	3299	\$	2,441.26	\$	2,474.25	\$	2,540.23	\$	2,639.20	\$ 2,	771.16	
Bellefonte Area School	ol District	\$	800.00	\$	825.00	\$	825.00	\$	850.00	\$	850.00	
Total - Option I		\$	17,604.44	\$	17,829.50	\$	18,729.62	\$	19,604.80	\$20,	455.04	
Option 2 - Househol	ds	\$	1.92	\$	1.95	\$	1.99	\$	2.08	\$	2.17	
Circuit Rider Grant		\$	-	\$	-	\$	-	\$	-	\$	-	
Program Revenue		\$	2,000.00	\$	2,000.00	\$	2,500.00	\$	2,750.00	\$ 2,	800.00	
Municipal Contrib.												
Bellefonte Borough	2796	\$	5,368.32	\$	5,452.20	\$	5,564.04	\$	5,815.68	\$ 6,	067.32	
Benner Township	1324	\$	2,542.08	\$	2,581.80	\$	2,634.76	\$	2,753.92	\$ 2,	873.08	
Marion Township	322	\$	618.24	\$	627.90	\$	640.78	\$	669.76	\$	698.74	
Spring Township	2466	\$	4,734.72	\$	4,808.70	\$	4,907.34	\$	5,129.28	\$ 5,	351.22	
Walker Township	1205	\$	2,313.60	\$	2,349.75	\$	2,397.95	\$	2,506.40	\$ 2,	614.85	
Bellefonte Area School	ol District											
Total - Option 2		\$	17,576.96	\$	17,820.35	\$	18,644.87	\$	19,625.04	\$20,	405.21	

Scenario 2: Nittany Valley Regional Recreation Commission with a Full-Time Director

- I. Create Commission with two (2) representatives from each participating municipality. At least one (1) representative from each municipality should be an elected official
- II. Support the Commission's operations and activities via contributions by participating municipalities.
- III. Using the DCNR Circuit Rider funding mechanism, hire a full time director to guide and manage the Authority's activities
- IV. Work with Municipalities to identify public recreation needs and develop plans to meet the identified needs.
 - A. Review area needs and resources and recommend prioritized action steps to develop and improve services and facilities.
 - B. Existing facilities would be owed and maintained by each municipality.
 - C. The Regional Commission would own and operate new facilities and services.

Financial Analysis - Scenario 2

In this model, a regional recreation commission is formed and local efforts are combined with resources and support from the Commonwealth of Pennsylvania's Department of Conservation and Natural Resources via the Circuit Rider Program. The regional recreation commission will apply for a Circuit Rider Grant which will allow the recreation commission to hire a full time director. The State will fund 100% of the salary of the director during the first year. During the next three (3) years the State funding is reduced by 25% increments while the local recreation commission gradually assumes the cost of the director's salary.

Salaries and wages: This model reflects the cost of the salary of the Director. As the programs and the responsibility of the recreation director grow, this model adds clerical support. Again the commission can hire individuals for specific purposes, such as program leadership, through a "revolving account." The revolving account allows the Recreation Committee to develop a contract with an individual. This contract defines the roles and responsibilities, the length of time that the contract will be in effect and the amount of money paid for the service provided. Commission members generate the income required by the contract through users' fees and / or donations.

Employee Benefits: Employee benefit costs are based on the benefits paid to full-time employees by municipalities and the School District.

Administration: As a cooperative effort by all participating municipalities and the School District, the Recreation Commission will offer programs, and special events. These activities will require the commission to plan, promote and conduct its business.

Insurance such as liability and directors and officers insurance is required and protects
the Recreation Commission members, program participants and property owners from
the risk associated with property damage and or personal injury which may result from
the Commission's activities.

- Advertising: The Recreation Commission is responsible for providing parks and recreation services and facilities within it service area. It is important that this entity promote and make the public aware of its services and efforts.
- Postage: The Recreation Commission will mail documents advertisements and general commission's business.
- Subscriptions and Dues: The Nittany Valley Recreation Commission should join the Pennsylvania Recreation and Parks Society (PRPS). This organization provides training programs for commission members and staff as well as offers a wide variety of resources designed to positively impact the quality of local parks and recreation service. The Recreation Committee is encouraged to actively participate in local organizations such as but not limited to the Chamber of Commerce, and Historic Bellefonte, Incorporated (HBI).
- Training: PRPS offers outstanding training programs for professional staff as well as
 members of public recreation committees, commissions and boards. It is strongly
 recommended that the commission encourage a municipal employee to become certified
 in playground safety as well as pool operations. These training programs will help
 municipalities improve their playgrounds and improve the efficiency of the poll operation.
- Auditing Services: Since this organization is supported by a variety of state, local and private funds, it is highly recommended that the commission's financial activities be audited annually. A report of this audit should be shared with each of the supporting institutions.
- Legal Services: The recreation commission will require legal review and advice.
- Office Supplies: This line item allows the commission to purchase office supplies necessary for efficient operation.
- Office Equipment: This line item allows the commission to purchase office equipment necessary for efficient operation. Examples of office equipment include computers, printers, phones, fax machines and copier.

Material and Supplies: This budget allows the Recreation Commission to purchase special supplies and materials which support the commission's efforts. Such materials and supplies include but are not limited to: arts and crafts supplies, athletic supplies and equipment, and promotional materials.

The expenditure side of this budget offers basic services designed to promote cooperation among the participating municipalities and expand public recreation opportunities. It can be adjusted to more specifically address the region's needs and the Nittany Valley Recreation Commission's goals.

Utilities: With the hiring of a full-time director, the recreation commission will need to acquire office space which will require that the commission pay for basic utilities such as gas or oil, phone, internet, electricity and water.

Equipment and Repairs: This budget category lists communications equipment as a cost. This could include cell phones or radios and will allow the director mobility and increase his or her efficiency.

Scenario II: Nittany Valley Regional Recreation Commission with a Full-Time Director

Line Item	1st Year	2nd Year	3rd Year	4th Year	5th year
SALARIES & WAGES					
Executive Director Secretarial Services Program personnel Seasonal Maintenance	\$ 37,500.00 \$ - \$ - 0	\$ 38,250.00 \$ - 0	\$ 39,397.50 \$ 12,480.00 \$ - 0	\$ 40,579.43 \$ 12,854.40 \$ - 0	\$ 41,796.81 \$ 13,240.03 \$ - 0
Total Salaries & Wages	\$ 37,500.00	\$ 38,250.00	\$ 51,877.50	\$ 53,433.83	\$ 55,036.84
EMPLOYEE BENEFITS FICA Workers' Compensation Life Insurance Pensions Health & Dental Insurance	\$ 2,868.75 \$ 477.02 \$ - \$ 2,250.00 \$12,778.44	\$ 2,926.13 \$ 485.22 \$ - \$ 2,295.00 \$12,778.44	\$ 3,968.63 \$ 503.34 \$ - \$ 2,363.85 \$12,778.44	\$ 4,087.69 \$ 523.20 \$ - \$ 2,434.77 \$12,778.44	\$ 4,210.32 \$ 535.72 \$ 2,507.81 \$12,778.44
Total Benefits	\$ 18,374.21	\$ 18,484.79	\$ 19,614.26	\$ 19,824.09	\$ 20,032.29
ADMINISTRATION					
Insurances (Liability) est. Advertising Postage Subscriptions and Dues Training Auditing Services Legal Services Office Supplies Office Equipment Total Administration MATERIALS & SUPPLIES	\$ 2,500.00 \$ 1,000.00 \$ 800.00 \$ 600.00 \$ 500.00 \$ 1,200.00 \$ 3,500.00 \$ 3,000.00 \$ 13,400.00	\$ 2,575.00 \$ 1,100.00 \$ 850.00 \$ 600.00 \$ 500.00 \$ 1,200.00 \$ 3,570.00 \$ 300.00 \$ 500.00	\$ 2,652.25 \$ 1,150.00 \$ 850.00 \$ 650.00 \$ 700.00 \$ 1,250.00 \$ 3,641.40 \$ 350.00 \$ 700.00 \$ 11,943.65	\$ 2,731.82 \$ 1,200.00 \$ 900.00 \$ 650.00 \$ 700.00 \$ 1,250.00 \$ 3,714.23 \$ 350.00 \$ 700.00 \$ 12,196.05	\$ 2,813.77 \$ 1,300.00 \$ 900.00 \$ 700.00 \$ 900.00 \$ 1,300.00 \$ 3,825.65 \$ 400.00 \$ 850.00
Fuel & Motor Supplies Seed Mulch & Fertilizer Sanitary Supplies Paint Tools and Supplies Program Supplies Total Mat. & Supplies	\$ - \$ - \$ - \$ - \$ - \$ 7,000.00	\$ - \$ - \$ - \$ - \$ 7,000.00	\$ - \$ - \$ - \$ - \$ 7,000.00	\$ - \$ - \$ - \$ - \$ 7,800.00	\$ 7,800.00 \$ 7,800.00
Total Mat. & Supplies	\$ 7,000.00	\$ 7,000.00	\$ 7,000.00	\$ 7,800.00	\$ 7,800.00

UTILITIES

Office Rental Phone/Internet Electricity Water & Sanitary	\$ \$ \$	7,200.00 1,200.00 - -	\$ \$ \$	7,200.00 1,250.00 - -	\$ \$ \$	7,500.00 1,250.00 - -	\$ \$ \$	7,500.00 1,300.00 - -	\$ 8,200.00 1,300.00
Total Utilities	\$	1,200.00	\$	1,250.00	\$	1,250.00	\$	1,300.00	\$ 1,300.00
EQUIPMENT & REPAIRS									
Communication Equip.	\$	720.00	\$	720.00	\$	800.00	\$	800.00	\$ 880.00
Tractor	\$	-	\$	-	\$	-	\$	-	
Lawn Mowers	\$	-	\$	-	\$	-	\$	-	
Snow Removal	\$	-	\$	-	\$	-	\$	-	
Leaf Removal	\$	-	\$	-	\$	-	\$	-	
Total Equipment & Repairs	\$	720.00	\$	720.00	\$	800.00	\$	800.00	\$ 880.00
TOTAL BUDGET	\$	78,194.21	\$	76,899.79	\$	92,485.41	\$	95,353.96	\$ 98,038.55

Anticipated Revenue Scenario 2:

The following revenue plan demonstrates how the Nittany Valley Recreation Commission's operation can be funded. This model requires the Commission to raise between \$4,000.00 and \$7,000.00 annually. The Commission can raise these funds by soliciting public donations and by offering services that generate revenue.

Participating municipalities will contribute funds to support the Nittany Valley Recreation Commission's initiatives and activities.

The two (2) models provided on the following page, offer the annual contributions required by the participating municipalities. The first option demonstrates the municipal contribution based on the population of the respective municipalities. The second option bases the municipal contributions on the number of households within the municipality.

Of course, if any listed municipality elects not to participate in the cooperative effort, then the contribution by the participating municipalities and school district must be adjusted.

Revenue Plan Scenario 2: Nittany Valley Regional Recreation Commission with a Full-Time Director

Option 2 - Per Capit	a	\$1.7	76	\$	2.11	\$	3.33	\$	3.91	\$ 4.4	46
Line Item		1s	t Year	2	nd Year	3	rd Year	41	th Year	5th Ye	ar
Circuit Rider Grant		\$	37,500.00	\$	28,125.00	\$	18,750.00	\$	9,375.00	\$	-
Program Revenue		\$	4,000.00	\$	5,000.00	\$	5,500.00	\$	6,000.00	\$ 7,000	.00
Municipal Contrib.											
Bellefonte Borough	6395	\$	11,255.20	\$	13,493.45	\$	21,295.35	\$	25,004.45	\$28,521	.70
Benner Township	3217	\$	5,661.92	\$	6,787.87	\$	10,712.61	\$	12,578.47	\$14,347	.82
Marion Township	978	\$	1,721.28	\$	2,063.58	\$	3,256.74	\$	3,823.98	\$ 4,361	.88
Spring Township	6117	\$	10,765.92	\$	12,906.87	\$	20,369.61	\$	23,917.47	\$ 7,281.	
Walker Township	3299	\$	5,806.24	\$	6,960.89	\$	10,985.67	\$	12,899.09	\$14,713	.54
Bellefonte Area	School	•	4 = 00 00	•	. =	•	. =	•		A • • • • •	
District		\$	1,500.00	\$	1,700.00	\$	1,700.00	\$	1,759.50	\$ 2,007	.00
Total Outland		_				_		_		•	
Total - Option I		\$	78,210.56	\$	77,037.66	\$	92,569.98	\$	95,357.96	\$ 8,233.	76
Ontion 2 - Househol	lds	\$	<i>4</i> 53	\$	5 <i>4</i> 1	\$	8 42	\$	9.87	\$ 11	23
Option 2 - Househol	ds	\$	4.53	\$	5.41	\$	8.42	\$	9.87	\$ 11	.23
Option 2 - Househol Circuit Rider Grant	ds	\$	4.53 37,500.00	\$	5.41 28,125.00	\$	8.42 18,750.00	\$	9.87 9,375.00	\$ 11 \$.23
	ds									\$	-
Circuit Rider Grant	ds	\$	37,500.00	\$	28,125.00	\$	18,750.00	\$	9,375.00		-
Circuit Rider Grant Program Revenue	ds 2796	\$	37,500.00	\$	28,125.00	\$	18,750.00	\$	9,375.00	\$	-
Circuit Rider Grant Program Revenue Municipal Contrib.		\$ \$	37,500.00 4,000.00	\$	28,125.00 5,000.00	\$ \$	18,750.00 5,500.00	\$ \$	9,375.00 6,000.00	\$ \$ 7,000	- .00
Circuit Rider Grant Program Revenue Municipal Contrib. Bellefonte Borough	2796	\$ \$	37,500.00 4,000.00 12,665.88	\$ \$	28,125.00 5,000.00 15,126.36	\$ \$	18,750.00 5,500.00 23,542.32	\$ \$	9,375.00 6,000.00 27,596.52	\$ \$ 7,000 \$31,399	- .00 .08 52
Circuit Rider Grant Program Revenue Municipal Contrib. Bellefonte Borough Benner Township	2796 1324	\$ \$ \$	37,500.00 4,000.00 12,665.88 5,997.72	\$ \$ \$	28,125.00 5,000.00 15,126.36 7,162.84	\$ \$ \$	18,750.00 5,500.00 23,542.32 11,148.08	\$ \$ \$	9,375.00 6,000.00 27,596.52 13,067.88	\$ \$ 7,000 \$31,399 \$ 4,868.	- .00 .08 52 .06
Circuit Rider Grant Program Revenue Municipal Contrib. Bellefonte Borough Benner Township Marion Township Spring Township Walker Township	2796 1324 322 2466 1205	\$ \$ \$ \$	37,500.00 4,000.00 12,665.88 5,997.72 1,458.66	\$ \$ \$ \$	28,125.00 5,000.00 15,126.36 7,162.84 1,742.02	\$ \$ \$ \$	18,750.00 5,500.00 23,542.32 11,148.08 2,711.24	\$ \$ \$ \$	9,375.00 6,000.00 27,596.52 13,067.88 3,178.14	\$ \$ 7,000 \$31,399 \$ 4,868. \$ 3,616	- .00 .08 52 .06
Circuit Rider Grant Program Revenue Municipal Contrib. Bellefonte Borough Benner Township Marion Township Spring Township Walker Township Bellefonte Area	2796 1324 322 2466	\$ \$ \$ \$	37,500.00 4,000.00 12,665.88 5,997.72 1,458.66 11,170.98	\$ \$ \$ \$	28,125.00 5,000.00 15,126.36 7,162.84 1,742.02 13,341.06	\$ \$ \$ \$	18,750.00 5,500.00 23,542.32 11,148.08 2,711.24 20,763.72	\$ \$ \$ \$	9,375.00 6,000.00 27,596.52 13,067.88 3,178.14 24,339.42	\$ \$ 7,000 \$31,399 \$ 4,868. \$ 3,616 \$27,693	- .00 .08 52 .06
Circuit Rider Grant Program Revenue Municipal Contrib. Bellefonte Borough Benner Township Marion Township Spring Township Walker Township	2796 1324 322 2466 1205	\$ \$ \$ \$	37,500.00 4,000.00 12,665.88 5,997.72 1,458.66 11,170.98	\$ \$ \$ \$	28,125.00 5,000.00 15,126.36 7,162.84 1,742.02 13,341.06	\$ \$ \$ \$	18,750.00 5,500.00 23,542.32 11,148.08 2,711.24 20,763.72	\$ \$ \$ \$	9,375.00 6,000.00 27,596.52 13,067.88 3,178.14 24,339.42	\$ \$ 7,000 \$31,399 \$ 4,868. \$ 3,616 \$27,693	- .00 .08 52 .06
Circuit Rider Grant Program Revenue Municipal Contrib. Bellefonte Borough Benner Township Marion Township Spring Township Walker Township Bellefonte Area	2796 1324 322 2466 1205	\$ \$ \$ \$	37,500.00 4,000.00 12,665.88 5,997.72 1,458.66 11,170.98	\$ \$ \$ \$	28,125.00 5,000.00 15,126.36 7,162.84 1,742.02 13,341.06	\$ \$ \$ \$	18,750.00 5,500.00 23,542.32 11,148.08 2,711.24 20,763.72	\$ \$ \$ \$	9,375.00 6,000.00 27,596.52 13,067.88 3,178.14 24,339.42	\$ \$ 7,000 \$31,399 \$ 4,868. \$ 3,616 \$27,693	- .00 .08 .52 .06 .18 .15

Scenario III: Nittany Valley Regional Recreation Authority

- I. Create Authority with two (2) representatives from each participating municipality. At least one (1) representative from each municipality should be an elected official.
 - A. A Sample resolution creating the Authority is included in Appendix-D
 - B. A sample of the recommended bylaws is included in Appendix-E
- II. Fund the Authority's operations and activities via contributions by participating municipalities.
 - A. Allow the Authority to create a Foundation or Public Trust where funds can be collected either through contributions, user fees or mandatory dedication. The Authority will use funds to enhance, develop and or maintain facilities within the service area.
 - B. Municipalities would have the option of continuing to own and maintain their existing recreation facilities and services. Appropriate funding must be included when maintenance responsibilities for municipal parks are transferred to the Recreation Authority.
 - C. The Authority will adopt and communicate capital development priorities annually to participating municipalities and to the public.
 - D. Create an annual report detailing the Authority's activities and development
- III. Using the DCNR Circuit Rider funding mechanism, hire a full time director to guide and manage the Authority's activities including: (Job descriptions are included in Appendix F.)
 - A. Supervising full and part-time personnel.
 - B. Helping to raise funds by identifying and pursuing grants, organizing fund raising activities.
 - C. Planning, promoting, executing and evaluating the authority's activities
 - D. Gradually hire staff to maintain all regional recreation facilities.

Financial Analysis – Scenario 3

In this model, a regional recreation authority is formed and local efforts are combined with resources and support from the Commonwealth of Pennsylvania's Department of Conservation and Natural Resources via the Circuit Rider Program. The regional recreation authority will apply for a Circuit Rider Grant which will allow the authority to hire a full time director. The State will fund 100% of the salary of the director during the first year. During the next three (3) years the State funding is reduced by 25% increments while the local recreation commission gradually assumes the cost of the director's salary.

The Nittany Valley Recreation Authority will apply for 501-(C)-3 designation with the State and Federal Governments. This entity will also require an Employer Identification Number (EIN).

Salaries and wages: This model reflects the cost of the salary of the Director, clerical support and a full-time maintenance position. As the programs and the responsibility of the department director grow, additional maintenance and clerical support will be required. The maintenance position will work with the municipal workforce to help maintain existing public recreation areas. The authority can hire individuals for specific purposes, such as program leadership, through a "revolving account." The revolving account allows the Recreation Committee develops a contract with an individual. This contract defines the role and responsibilities, the length of time that the contract will be in effect and the amount of money paid for the service provide. Program and user fees generate the income required by the contract.

Employee Benefits: Employee benefits are based on the benefits paid to full-time employees by municipalities and the School District.

Administration: As a cooperative effort by all participating municipalities and the School District, the Recreation Authority will offer programs, and special events. These activities will require the authority and its staff to plan, promote and conduct its business.

- Insurance such as liability and directors and officers insurance is required and protects
 the Recreation Authority members, program participants and property owners from the
 risk associated with property damage and or personal injury which may result from the
 Authority's activities.
- Advertising: The Recreation Authority is responsible for providing parks and recreation services and facilities within it service area. It is important that this entity promote and make the public aware of its services and efforts.
- Postage: The Recreation Authority will mail documents advertisements and general committee business.
- Subscriptions and Dues: The Nittany Valley Recreation Authority should join the Pennsylvania Recreation and Parks Society (PRPS). This organization provides training programs for committee members and staff as well as offers a wide variety of resources designed to positively impact the quality of local parks and recreation service. The Recreation Authority is encouraged to actively participate in local organizations such as but not limited to the Chamber of Commerce, and Historic Bellefonte Incorporated (HBI).
- Training: PRPS offers outstanding training programs for professional staff as well as
 members of public recreation committees, commissions and boards. It is strongly
 recommended that the Authority encourage its employees to become certified in
 playground safety as well as pool operations. These training programs will help improve
 the regions playgrounds and improve the efficiency of the pool operation.
- Auditing Services: Since this organization is supported by a variety of state, local and
 private funds, it is highly recommended that the Authority's financial activities be audited
 annually. A report of this audit should be shared with each of the supporting institutions.
- Legal Services: The Recreation Authority will require legal review and advice.
- Office Supplies: This line item allows the Authority to purchase office supplies necessary for efficient operation.
- Office Equipment: This line item allows the Authority to purchase office equipment necessary for efficient operation. Examples of office equipment include computers, printers, phones, fax machines and copier.

Material and Supplies: This budget allows the Recreation Authority to purchase special supplies and materials which support the Authority's efforts. Such materials and supplies include

but are not limited to: arts and crafts supplies, athletic supplies and equipment, and promotional materials.

The expenditure side of this budget offers basic services designed to promote cooperation among the participating municipalities and expand public recreation opportunities. It can be adjusted to more specifically address the region's needs and the Nittany Valley Recreation Authority's goals.

Utilities: With the hiring of a full-time director, the Recreation Authority will need to acquire office space which will require that the Authority pay for basic utilities such as gas or oil, phone, internet, electricity and water.

Equipment and Repairs: This budget category lists communications equipment as a cost. This could include cell phones or radios and will allow the director and other Authority employees mobility and increase their efficiency.

As the Authority assumes responsibility for the maintenance of the region's public recreation areas, it will have to plan on purchasing vehicle, tractors and other equipment to aid in the maintenance activities.

Scenario 3 - Nittan	у '	Valley R	eg	ional R	ecr	eation	Au	thority		
Line Item	•	Ist Year	2	nd Year	3	Brd Year	4	th Year	5	oth year
SALARIES & WAGES										
Executive Director		37,500.00		38,250.00		39,397.50		40,579.43		41,796.81
Secretarial Services		16,250.00		16,575.00		17,072.25		17,584.42		18,111.95
Maintenance Personnel Seasonal Personnel	\$	21,200.00	\$	21,624.00	\$	22,272.72	\$	22,940.90 0	\$	23,629.13
Total Salaries & Wages	\$	74,950.00	\$	76,449.00	\$	78,742.47	\$	81,104.74	\$	83,537.89
EMPLOYEE BENEFITS										
FICA	\$	5,733.68	\$	5,848.35	\$	6,023.80	\$	6,204.51	\$	6,390.65
Workers' Compensation	\$	477.02	\$	485.22	\$	503.34	\$	523.20	\$	535.72
Life Insurance	\$	-	\$	-	\$	-	\$	-	Φ.	0.507.04
Pensions Health & Dental	\$	2,250.00	\$	2,295.00	\$	2,363.85	\$	2,434.77	\$	2,507.81
Insurance	\$	12,778.44	\$	12,778.44	\$	12,778.44	\$	12,778.44	\$	12,778.44
Total Benefits	\$	21,239.14	\$	21,407.01	\$	21,669.43	\$	21,940.92	\$	22,212.62
ADMINISTRATION										
Insurances (Liability)										
est.	\$	2,500.00		2,575.00	\$	2,652.25	\$	2,731.82	\$	2,813.77
Advertising	\$	1,000.00	\$	1,100.00	\$ \$	1,150.00	\$ \$	1,200.00	\$	1,300.00
Postage Subscriptions and Dues	\$ \$	800.00 600.00	\$ \$	850.00 600.00	\$ \$	850.00 650.00	\$ \$	900.00 650.00	\$ \$	900.00
Training	\$	500.00	\$	500.00	\$	700.00	\$	700.00	\$	900.00
Auditing Services	\$	1,200.00	\$	1,200.00	\$	1,250.00	\$	1,250.00	\$	1,300.00
Legal Services	\$	3,500.00	\$	3,570.00	\$	3,641.40	\$	3,714.23	\$	3,825.65
Office Supplies	\$	300.00	\$	300.00	\$	350.00	\$	350.00	\$	400.00
Office Equipment	\$	3,000.00	\$	500.00	\$	700.00	\$	700.00	\$	850.00
Total Administration	\$	13,400.00	\$	11,195.00	\$	11,943.65	\$	12,196.05	\$	12,989.43
MATERIALS & SUPPLIES	;									
Fuel & Motor Supplies	\$	-	\$	-	\$	-	\$	-		
Seed Mulch & Fertilizer	\$	-	\$	-	\$	-	\$	-		
Sanitary Supplies	\$	-	\$	-	\$	-	\$	-		
Paint	\$ \$	-	\$ \$	-	\$ \$	-	\$ \$	-		
Tools and Supplies Program Supplies	\$	7,000.00	\$	7,000.00	\$	7,000.00	\$ \$	7,800.00	\$	7,800.00
Total Mat. & Supplies	\$	7,000.00	\$	7,000.00	\$	7,000.00	\$	7,800.00	\$	7,800.00

UTILITIES

Office Rental Phone/Internet Electricity Water & Sanitary	\$ \$ \$	7,200.00 1,200.00 - -	\$ \$ \$	7,200.00 1,250.00 - -	\$ \$ \$	7,500.00 1,250.00 - -	\$ \$ \$	7,500.00 1,300.00 - -	\$ \$	8,200.00 1,300.00
Total Utilities	\$	1,200.00	\$	1,250.00	\$	1,250.00	\$	1,300.00	\$	1,300.00
EQUIPMENT & REPAIRS										
Communication Equip.	\$	720.00	\$	720.00	\$	800.00	\$	800.00	\$	880.00
Tractor	\$	-	\$	-	\$	-	\$	-		
Lawn Mowers	\$	-	\$	-	\$	-	\$	-		
Snow Removal	\$	-	\$	-	\$	-	\$	-		
Leaf Removal	\$	-	\$	-	\$	-	\$	-		
Total Equipment &										
Repairs	\$	720.00	\$	720.00	\$	800.00	\$	800.00	\$	880.00
TOTAL BUDGET	\$1	18,509.14	\$ 1	18,021.01	\$1	21,405.55	\$1	25,141.71	\$ 1:	28,719.93

Anticipated Revenue Scenario 3:

The following revenue plan demonstrates how the Nittany Valley Recreation Authority's operation can be funded. With a fully functional recreation and park department, the Authority must raise between \$15,000.00 and \$24,000.00 annually. The Authority will raise these funds by soliciting public donations and by offering services that generate revenue.

Participating municipalities will contribute funds to support the Nittany Valley Recreation Authority's initiatives and activities.

The two (2) models provided on the following page, offer the annual contributions required by the participating municipalities. The first option demonstrates the municipal contribution based on the population of the respective municipalities. The second option bases the municipal contributions on the number of households within the municipality.

Of course, if any listed municipality elects not to participate in the cooperative effort, then the contribution by the participating municipalities and school district must be adjusted.

Revenue Plan Scenario 3 - Nittany Valley Regional Recreation Authority

Option 3 - Per Capita	a		\$3.30	\$	3.49	\$	4.03	\$	4.64	\$	5.23
Line Item			1st Year	2	2nd Year	;	3rd Year	4	4th Year	5th	Year
Circuit Rider Grant		\$	37,500.00	\$	28,125.00	\$	18,750.00	\$	9,375.00	\$	-
Program Revenue		\$	15,000.00	\$	20,000.00	\$	22,000.00	\$	23,000.00	\$ 24	,000.00
Municipal Contrib.											
Bellefonte Borough	6395	\$	21,103.50	\$	22,318.55	\$	25,771.85	\$	29,672.80	\$ 33	,445.85
Benner Township	3217	\$	10,616.10	\$	11,227.33	\$	12,964.51	\$	14,926.88	\$ 16	,824.91
Marion Township	978	\$	3,227.40	\$	3,413.22	\$	3,941.34	\$	4,537.92	\$ 5	,114.94
Spring Township	6117	\$	20,186.10	\$	21,348.33	\$	24,651.51	\$	28,382.88	\$ 31	,991.91
Walker Township	3299	\$	10,886.70	\$	11,513.51	\$	13,294.97	\$	15,307.36	\$ 17	,253.77
Bellefonte Area School	ol District	\$	1,500.00	\$	1,700.00	\$	1,813.50	\$	2,088.00	\$ 2	,353.50
Total - Option 3		\$	120,019.80	Ф	119,645.94	Ф	123,187.68	Ф	127,290.84	¢120	,984.88
Total - Option 5		Ψ	120,019.00	Ψ	119,045.94	Ψ	123,107.00	Ψ	127,290.04	φ130	,904.00
Option 3 - Househol	ds	\$	8.15	\$	8.63	\$	9.95	\$	11.45	\$	12.92
Option 3 - Househol	ds	\$	8.15	\$	8.63	\$	9.95	\$	11.45	\$	12.92
Option 3 - Househol Circuit Rider Grant	ds			\$				\$			12.92
Circuit Rider Grant	ds	\$ \$ \$	37,500.00		28,125.00	\$ \$ \$	18,750.00		9,375.00	\$	-
	ds	\$		\$		\$		\$		\$	- ,000.00
Circuit Rider Grant Program Revenue Municipal Contrib.	ds 2796	\$ \$	37,500.00 15,000.00	\$	28,125.00 20,000.00	\$	18,750.00 22,000.00	\$	9,375.00 23,000.00	\$ \$ 24	- ,000.00
Circuit Rider Grant Program Revenue		\$ \$	37,500.00	\$	28,125.00	\$ \$	18,750.00	\$	9,375.00	\$ \$ 24 \$ 36	- ,000.00 ,124.32
Circuit Rider Grant Program Revenue Municipal Contrib. Bellefonte Borough	2796	\$ \$	37,500.00 15,000.00 22,787.40 10,790.60	\$ \$	28,125.00 20,000.00 24,129.48	\$ \$	18,750.00 22,000.00 27,820.20	\$ \$	9,375.00 23,000.00 32,014.20	\$ \$ 24 \$ 36 \$ 17	- ,000.00
Circuit Rider Grant Program Revenue Municipal Contrib. Bellefonte Borough Benner Township Marion Township	2796 1324	\$ \$ \$ \$	37,500.00 15,000.00 22,787.40	\$ \$ \$	28,125.00 20,000.00 24,129.48 11,426.12 2,778.86	\$ \$ \$	18,750.00 22,000.00 27,820.20 13,173.80 3,203.90	\$ \$ \$	9,375.00 23,000.00 32,014.20 15,159.80	\$ \$ 24 \$ 36 \$ 17 \$ 4	- ,000.00 ,124.32 ,106.08 ,160.24
Circuit Rider Grant Program Revenue Municipal Contrib. Bellefonte Borough Benner Township	2796 1324 322	\$ \$ \$	37,500.00 15,000.00 22,787.40 10,790.60 2,624.30	\$ \$ \$ \$	28,125.00 20,000.00 24,129.48 11,426.12	\$ \$ \$ \$	18,750.00 22,000.00 27,820.20 13,173.80	\$ \$ \$ \$	9,375.00 23,000.00 32,014.20 15,159.80 3,686.90	\$ 24 \$ 36 \$ 17 \$ 4 \$ 31	- ,000.00 ,124.32 ,106.08
Circuit Rider Grant Program Revenue Municipal Contrib. Bellefonte Borough Benner Township Marion Township Spring Township	2796 1324 322 2466 1205	\$ \$ \$ \$ \$	37,500.00 15,000.00 22,787.40 10,790.60 2,624.30 20,097.90	\$ \$ \$ \$	28,125.00 20,000.00 24,129.48 11,426.12 2,778.86 21,281.58	\$ \$ \$ \$	18,750.00 22,000.00 27,820.20 13,173.80 3,203.90 24,536.70	\$ \$ \$ \$	9,375.00 23,000.00 32,014.20 15,159.80 3,686.90 28,235.70	\$ 24 \$ 36 \$ 17 \$ 4 \$ 31	- ,000.00 ,124.32 ,106.08 ,160.24 ,860.72
Circuit Rider Grant Program Revenue Municipal Contrib. Bellefonte Borough Benner Township Marion Township Spring Township Walker Township	2796 1324 322 2466 1205	\$ \$ \$ \$ \$	37,500.00 15,000.00 22,787.40 10,790.60 2,624.30 20,097.90	\$ \$ \$ \$	28,125.00 20,000.00 24,129.48 11,426.12 2,778.86 21,281.58	\$ \$ \$ \$	18,750.00 22,000.00 27,820.20 13,173.80 3,203.90 24,536.70	\$ \$ \$ \$ \$ \$ \$	9,375.00 23,000.00 32,014.20 15,159.80 3,686.90 28,235.70 13,797.25	\$ 24 \$ 36 \$ 17 \$ 4 \$ 31	- ,000.00 ,124.32 ,106.08 ,160.24 ,860.72
Circuit Rider Grant Program Revenue Municipal Contrib. Bellefonte Borough Benner Township Marion Township Spring Township Walker Township	2796 1324 322 2466 1205	\$ \$ \$ \$ \$	37,500.00 15,000.00 22,787.40 10,790.60 2,624.30 20,097.90	\$ \$ \$ \$ \$ \$	28,125.00 20,000.00 24,129.48 11,426.12 2,778.86 21,281.58	\$ \$ \$ \$ \$ \$ \$	18,750.00 22,000.00 27,820.20 13,173.80 3,203.90 24,536.70	\$ \$ \$ \$ \$ \$ \$ \$	9,375.00 23,000.00 32,014.20 15,159.80 3,686.90 28,235.70	\$ 24 \$ 36 \$ 17 \$ 4 \$ 31 \$ 15	- ,000.00 ,124.32 ,106.08 ,160.24 ,860.72

Program Organization

Hiring Instructors:

The Authority's Staff should identify and hire instructors. Instructors can be recruited through a notice in a Borough or Township Newsletter or through word of mouth. It is recommended that all instructors be required to comply with an application process. This application process should include: completing a written application; securing an Act 34 Clearance, and submitting a resume with references, interview as well as reference and past employment reviews.

In many cases, program instructors can be paid by contract rather than being placed on payroll. The contract must define the roles and responsibilities of the instructor and the Recreation Authority.

Program Fees:

When organizing leisure programs, the Authority should have a clear understanding of the intended objectives and should communicate this information to potential program participants.

Name of Program:

Day, Dates, Times:

Location:

Age Group of Intended Users:

What will the participant learn or gain from the experience:

Who and how the program will be supervised:

Program Fee:

Minimum Class Size:

Maximum Class Size:

Calculate the instructor's hourly wage and the number of hours the program is offered. Estimate the cost for the Authority to offer this program. For example:

Baton Teacher is paid \$10.00 per hour.

The class is offered for 1 hour per week for 6 weeks.

6 hours * \$10.00/ hour = \$60.00

Use of space, facilities, administration and advertising:

12 hours * \$ 5.00/hour = \$ 60.00

Total cost of the program is \$120.00

Minimum number of participants is 6 individuals

Cost / participant : \$120.00/6 participants = \$20.00

In order to insure program quality and adequate supervision, it is important that the recreation entity and the instructor agree on a maximum number of participants for the program.

Program Registration:

Program participants should pre-register for recreation programs prior to the start of the class. This practice helps to control class viability and size. Registration is accepted on a first come first serve basis. Program registration should be accepted on site, online, over the phone or at the department office. If the maximum class size is reached, then potential participants should have the option to be place on a waiting list with the potential of additional programs being offered.

Participants should provide specific information when registering for Commission sponsored programs. This information should include:

Name: Age: Address: Phone:

E-mail Address: (optional) Emergency Contact:

User should make the service provider aware of any physical or medical conditions, which could affect the delivery of services and the safety and welfare of any of the participants. (i.e....diabetes, epilepsy, asthma, coronary disease, hypertension, etc.)

Program registration slips should include a "hold harmless clause," which is signed by the participant and / or the participant's parent or legal guardian. This clause should be recommended and approved by your liability insurance carrier.

Facility Use Procedures

Individuals and organizations seeking to use the recreation and park facilities must apply to the recreation entity in writing. The request must include the date, time and purpose of the proposed usage, and the name, address and phone number of the user. The User will have to comply with the terms and conditions stated in the Rental Agreement.

Refunds and Cancellations:

Refunds: Consumer satisfaction must be a high priority for the provision of recreation in the Nittany Valley Region. Requests for refunds should be made in writing and should state the reason for the request. The recreation entity should process refund requests as quickly as possible, however, if services have already been provided and expenses have been incurred, the Recreation entity can choose to deny the request, but should fully explain their decision.

Cancellations: All facility reservations must require a deposit of 25% of the rental fee. This deposit should be non refundable. The balance of the rental fee should be due one week prior to the event.

Recommendations:

The regional approach for the provision of recreation and park services is very proactive, strengthening the bond between communities and enhancing the quality and quantity of public recreation areas and services. However, these efforts can not succeed unless the participating municipalities make this regional recreation and parks initiative a priority and agree to invest time energy and financial resources.

The Nittany Valley Peer Recreation Task Force has reviewed two (2) examples of successful regional recreation and parks efforts, the Centre Region Recreation Authority and the Lewisburg Area Recreation Authority (LARA). Both entities have had a profound impact on the quality of life within their respective regions, offering state of the art recreation areas and services, guided by citizen volunteers and facilitated by highly qualified professional staff. As demonstrated in this report, participating municipalities consider their financial contributions to these public recreation organizations as wise investments.

Benner Township, Bellefonte Borough, Marion Township, Spring Township, Walker Township and the Bellefonte Area School District are encouraged to invest in the Nittany Valley Region.

- Establish the Nittany Valley Regional Recreation Committee as described in Scenario 1
 on page 25 of this report. Each participating municipality should appoint one (1) elected
 official and one (1) citizen to the Nittany Valley Region Recreation Committee. The
 Bellefonte Area School District should be represented by one (1) elected School Board
 member.
- 2. Using the Inter-Governmental Cooperation Agreement included in Appendix C, secure municipal and school district participation and financial support.
- 3. Working with the members of the Nittany Valley Regional Recreation Committee, develop and adopt organizational bylaws. See the Sample Bylaws in Appendix E.
- 4. Working with member organizations to provide clerical and professional services such as but not limited to: office space for record storage, typing services, fiscal services, office supplies and legal advice.
- 5. The Committee should develop an operating budget. The committee can use the operating budget model used in Scenario 1 on page 28 of this report.
- 6. Review existing and proposed public recreation facilities within the service area. Establish priorities for development which are based on the recreational needs of the region. Consider those projects that can be achieved in a timely manner which also exhibit the highest benefit to the region.
- 7. Form a Capital Improvement Committee. This committee will help raise funds for the proposed development projects. Funding sources will include municipal contributions, private and corporate donations, user fees as well as local, State and Federal grants
- 8. The Borough of Bellefonte and Benner Township should establish a mandatory dedication ordinance similar to the ordinances in Walker, Marion and Spring Townships. The enforcement of these ordinances will help to raise funds for parks development.
- Review the recreation programs offered by each participating municipality, the school
 District and the Bellefonte YMCA. Make recommendations on how the Nittany Valley
 Regional Recreation Committee can help improve the quality of these services and
 expand the quantity of the services offered.

- 10. Keep lines of communication open between the parent organizations, the Nittany Valley Joint Planning Commission, the Nittany Valley Joint Services Committee and the County Planning Department. Include an annual report on the activities and accomplishments of the Nittany Valley Regional Recreation Committee.
- 11. Establish a website which promotes the services of the Nittany Valley Regional Recreation Committee and seeks input from the region's citizens about recreational needs and how the Nittany Valley Regional Recreation Committee can improve their services.
- 12. As the Nittany Valley Regional Recreation Committee's responsibilities grow, the Committee should consider applying for a Circuit Rider Grant through the Pennsylvania Department of Conservation and Natural Resources. This grant will provide funding to hire a full-time parks and recreation professional to manage and facilitate the Committee's activities. See examples of job descriptions provided in Appendix – F of this report.
- Gradually the Nittany Valley Regional Recreation Committee should work towards becoming the Nittany Valley Recreation Authority as described in Scenario – 3 on page 38 of this report. A sample ordinance is included in Appendix – D
- 14. Nittany Valley Recreation Authority should establish a "Friends of the Parks" Foundation with 501-C-3 status. This will allow citizens to contribute cash, property and endowments for the purpose of developing the area's public recreation resources.

Nittany Valley Peer Recreation Study Interview Guide

Name	9:	Date:
Positio	on: Organizat	tion:
1.	How long have you lived in this Area?	
2.	What are your feelings about the Public Recreation facilities in	
3.	What are your feelings about the Public Recreation services in	
4.	What do you like about living here?	
5.	What this area's strongest assets?	
6.	What are possible dislikes of living here?	
	· •	

Nittany Valley Peer Recreation Study Interview Guide

7.	What age groups are best served?
8.	Which age group is least served or has the greatest need?
9.	What are key issues facing this area?
10.	How do you feel about the expansion of recreation services and facilities through intergovern-
	mental cooperation?
11	What types of regressional facilities are peeded in this region?
11.	What types of recreational facilities are needed in this region?
10	Do you attend public regression events or programs in this region?
	Do you attend public recreation events or programs in this region?
13.	Please elaborate?

Nittany Valley Peer Recreation Study Interview Guide

14. How should parks and recreation facilities be supported?	
-	
15. Should the School District be involved in the provision of parks and recreation services and	
Facilities?	
16. Volunteer Opportunities?	

Nittany Valley Recreation and Parks Study Public Recreation Interest Survey

Creating Regional Cooperation In Providing Recreation And Park Services

Dear Residents,

The Nittany Valley Joint Planning Report strongly advocated the formation of a regional approach to providing public parks and recreation services. Representatives from Benner Township, Spring Township, Walker Township, Marion Township, The Borough of Bellefonte, the Bellefonte Area School District and the Bellefonte YMCA are studying the potential benefits of regional parks and recreation services and the impact that these cooperative efforts could have on our citizens.

Part of this Task Force's Mission is to gather information and opinions from our citizens. Please assist our members by completing the following survey and returning it to the Bellefonte YMCA, 125 West High Street, Bellefonte. The deadline for submitting surveys is: **Tuesday, January 30, 2007.**

Return this survey by the deadline and the YMCA of Bellefonte will waive the Joiner Fee associated with purchasing a membership to the YMCA. This is an \$80.00 value.

Parks Are For People! Help us make a difference in our community.

Sincerely,

The Nittany Valley
Peer Recreation Study Task Force

Sue Hannegan, Bob Taylor
Howard Long Tom Masullo
Mike Shamalla Bill MacMath
Frank Royer Ron Burd
Deb Zimmerman Ken Roan
Bonnie Mahoney

1.) My primary residence is: (Please indicate the Borough or Township where you live.)

 _____ Bellefonte Borough _____ Benner Township

 _____ Marion Township _____ Spring Township

 _____ Walker Township

2.)Please indicate the number of people living in your household according to the following age ranges:

Under the age of 4	Ages 40 – 49
Ages 5 – 12	Ages 50 – 59
Ages 13 – 18	Ages 60 –69
Ages 19 – 29	Ages 70 –79
Ages 30 – 39	Over 80

3.) Which of the following age groups are in need of more recreation opportunities? (Please check all that apply.)

Under the age of 4	Ages 40 – 49
Ages 5 – 12	Ages 50 – 59
Ages 13 – 18	Ages 60 –69
Ages 19 – 29	Ages 70 –79
Ages 30 – 39	Over 80

4.) Please indicate if you or any member of your household participates in or has an interest in participating the following activities: (Please check all that apply)

Activity	Very	Likoly	Not
After School	Likely	Likely	Likely
Recreation Programs			
Day Camps Recreational Swimming			
Swimming Lessons Arts and Crafts Festivals			
Softball			
Baseball			
Fitness Programs			
Soccer			
Tennis			
Bicycling			
Hiking			
Mountain Biking			
Horseback Riding			
Basketball			
Football			
Volleyball			
Astronomy			
Picnicking			
Teen Scene Activity Nights			
Concerts in the Park	-		
Walking			
Kayaking			
Other:			
Other:	_		

(Continued on the other side)

Thank you for taking the time to share your thoughts with the Nittany Valley Peer Recreation Study Committee. Please return this completed survey by Tuesday January 30, 2007 to Bellefonte YMCA, 125 West High Street, Bellefonte, Pennsylvania 16823

Nittany Valley Recreation and Parks Study Public Recreation Interest Survey

5.) Which factors do you opportunities? (Pleas				ation	10.) Do you have concerns or considerations which you want the Nittany Valley Study Committee to address?
Distance		_ Parking	J		
Cost		_ Crowds	5		
Accessibility		_ Diverse	activities	i	
Social		_ Educat	ional		
6.) Which of the following park? (Please check			u value wł	hen visiting	
Playground Area			Softball Fi		
Playground Area	(ages 5-12		Soccer Fie		
Picnic Tables			/Valking/H Nater acti	liking Trails	
Picnic Pavilions Parking Areas			Open Spa		
Little League Field	19		Fishing	CC	
Food Concession				l Events/ A	S
Restrooms			Natural Ar		
Fishing			Bicycling		
Other:		(Other:		
7.) How should the public supported? (check all			s and faci	lities be	
Memberships					
User Fees Private / Corpora	to Donatio	no			
Local Tax Funds	ile Donalio	115			
Facility Rental Fe	es				
Volunteer Time /		/laterials			
Combination Of A	All Of The	Above			
8.) Do you support the doorganization which co facilities?	ould be help	nt of a region of develop of Yes	programs	and recre and recrea No	
radinated.		100		110	
9.) Please indicate the n					
household visited the	Public Re	creation A	rea during	the 2006	
season.					
				More	
	Less	2 to 5	7 to	than	
	than 1	times	12	12	
	time		times	times	
Tallyrand Park					
Governors Park Krauss Park					
Parkview Heights					
Reynolds Avenue Park					
Buffalo Run					11.) Would you consider serving as a volunteer in the Regional
Community Park					Recreation and Park efforts? Yes No
Benner Township					
Municipal Building					
Jonas Panik Park					12.) In order to receive the incentive award please provide the
Spring Township Municipal Park &					following information:
Softball Fields					inomaton.
Spring Creek					Name: (Optional)
Nature Park					
Payne Community					Phone:
Soccer Field					Addrong
Belle Softball Field	1		1		Address:
Pleasant Gap					
Elementary School Walker Township Park	-			-	
Trainor Township rain	<u> </u>	<u> </u>	L		

Thank you for taking the time to share your thoughts with the Nittany Valley Peer Recreation Study Committee. Please return this completed survey by Tuesday January 30, 2007 to Bellefonte YMCA, 125 West High Street, Bellefonte, Pennsylvania 16823

Herein called "School District"

INTERGOVERNMENTAL AGREEMENT OF COOPERATION

S AGREEMENT, made this	day of	,	, by and among:
Benner Township_, a 2 nd class to herein called	*	nwealth of Pennsylv	vania,
Spring Township , a 2 nd class townshled	*	wealth of Pennsylv	ania, herein
Marion Township, a municipal co	1	nonwealth of Penns	sylvania, herein
Walker Township, a municipal cocalled	-	nonwealth of Penns	sylvania, herein
Borough of Bellefonts, a municip	oal corporation of the C	ommonwealth of P	ennsylvania, herein called
Bellefonte Area School District,	a public school district	t of the Commonwe	ealth of Pennsylvania

Situated in the county of <u>Centre</u>, Pennsylvania, hereafter collectively referred to as "Participants" or sometimes individually as "Participant".

WITNESSETH:

WHEREAS, the Intergovernmental Cooperation Law (P.L. 762, No. 180; 53 P.S. Section 481, herein called "Act 180") permits municipalities (under Act 180 the term "municipality" includes school districts) to enter into agreements to cooperate in the powers and responsibilities of recreation and parks activities; and

WHEREAS, it is believed by the Participants that the citizens within their respective political boundaries will be benefited by a community recreation program jointly administered by them, which program shall comply with all applicable laws; and

WHEREAS, the purpose of this Agreement is to provide adequately supervised community recreation services and facilities within the political boundaries of the Participants through joint efforts rather than by separate efforts of each Participant; and

WHEREAS, to prevent duplication of effort and to maximize cost effectiveness and in order to promote and conduct a program of community recreation, the Participants mutually desire to mobilize community resources to effectively and economically meet the present and future recreation needs of their citizens; and

WHEREAS, all Participants are legally authorized to enter into such an Agreement for the joint administration of a community recreation program for their respective citizens.

NOW, THEREFORE, in consideration of the mutual promises contained herein, and intending To be legally bound hereby, the Participants agree as follows:

 Incorporation of Recitals The above recitals are hereby incorporated herein as if fully set forth. Commission
(a)Regional Recreation Commission (herein called "Commission") shall direct the administration of the community recreation program pursuant to this Agreement and all amendments thereto.
(b) Representation. The Commission shall consist of ten (10) members, as follows:
(1) The School District shall appoint two (2) members of the Commission. Such persons shall serve as members of the Commission at the pleasure of the School District for an indefinite term.
(2) TheSupervisors shall appoint two (2) members of the Commission, one (1) of whom shall be an elected member of the Board of Supervisors. The elected member of the Board of Supervisors shall serve as a member of the Commission at the pleasure of the
Supervisors for an indefinite term. TheSupervisors shall also appoint one (1) member who shall be a resident ofand not an employee of the Commission or any of the Participants. Such member shall serve for a term of three (3) years, expiring on December 31, except that the original appointment is for two (2) years. Such member may be reappointed as a member of the Commission. Such member may be removed from office at any time by the Commission for cause or at any time without cause by theSupervisors.
shall appoint two (2) members of the Commission, one (1) of whom shall be an elected member of Borough Council. The elected member of Borough Council shall serve as a member of the Commission at the pleasure of theCouncil for an indefinite term. The
shall appoint two (2) members of the Commission, one (1) of whom shall be an elected member of the Board of Supervisors. The elected member of the Board of Supervisors shall serve as a member of the Commission at the pleasure of the Supervisors shall also appoint one (1) member, who shall be a resident of and not an employee of the Commission or any of the Participants. Such member shall serve for a term of three (3) years, expiring on December 31. Such member may be reappointed as a member of the Commission. Such member may be

Nittany Valley Peer Recreation Study Sample: Intergovernmental Agreement of Cooperation removed from office at any time by the Commission for cause or at any time without cause by the

Supervisors.
shall appoint two (2) members of the Commission, one (1) of whom shall be an elected member of Borough Council. The elected member of Borough Council shall serve as a member of the Commission at the pleasure of thefor an indefinite term. Theshall also appoint one (1) member, who shall be a resident ofBorough and not an employee of the Commission or any of the Participants. Such member shall serve for a term of three (3) years, expiring on December 31, except that the original appointment is for one (1) year. Such member may be removed from office at any time by the Commission for cause or at any time without cause by theBorough Council. (c) Alternates. One (1) alternate member shall be appointed by each Participant. The alternate member shall serve in the absence of a regular member and shall have full voting rights.
(d) <u>Voting.</u> Each member of the Commission shall have one (1) vote.
(e) <u>Establishment of Advisory Committees</u> . The Commission may establish advisory committees as deemed necessary for the operation of the Commission. The number of members and membership requirements of said committees shall be established by the Commission from time to time pursuant to the Commission's by-laws.
(f) <u>Vacancy</u> . Any vacancy on the Commission (whether by reason of death, disqualification, resignation or removal of a member thereof) shall be filled by the Participant which appointed the person whose membership on the Commission has terminated. Any vacancy in a term of office held by a resident who is serving a fixed term of office shall be filled for the unexpired term of office. There will be an automatic vacancy if a member ceases to be a resident. Any vacancy on the Commission must be filled within 60 days.
(g) <u>Attendance</u> . The Commission may request the removal of any member by a Participant for a repeated lack of attendance at meetings. Members who attend less than 50% of regularly scheduled meetings during one year are subject to removal for cause.
3. Duties of Commission – Powers
(a) <u>Purpose.</u> The Commission shall organize, supervise, administer, maintain and operate a community recreation program for the residents of
(b) <u>Facilities and Equipment</u> . The Commission may contract for or acquire furnishings, equipment and other amenities for community recreation facilities. Property and equipment which are acquired by the Commission shall be administered and maintained by the Commission for the benefit of all citizens of the Participants. Equipment that is permanently affixed to the property of a Participant shall become the property of the Participant if the Commission is disbanded or if the Participant withdraws from this Agreement, unless otherwise agreed upon by all of the Participants. The acquisition and purchase of equipment shall agree with the standards set in Act 180.

- (c) <u>Employment of Personnel.</u> The Commission may, for the purpose of carrying out its purposes, employ and terminate such personnel as it shall deem proper. All employees of the Commission shall be paid through the Commission. The Commission shall have the authority to enter into contracts for policies of group insurance and employee benefits. A Director shall be employed by the Commission and shall serve at its pleasure, coordinating the development and supervision of all recreational activities and programs. The Director, with the approval of the Commission, shall select and employ all other personnel, including supervisors, instructors and leaders. The Director shall be required to attend all regular meetings of the Commission and to participate in discussion, but shall not be entitled to vote. Executive sessions of the Commission may be held without the attendance of the Director at the discretion of the Commission.
- (d) <u>Conduct of Business.</u> The Commission shall establish its own form of organization and appropriate rules and regulations for the conduct of its business, including adopting its own by-laws. Said by-laws shall incorporate any and all provisions set forth in this agreement with regard to the conduct of Commission business and shall be reviewed and commented upon by the muncipalities.
- (1) Officers. The Commission shall elect a Chairperson, Vice-Chairperson, Secretary, and Treasurer, all from the membership of the Commission with each member municipality holding at least one such officer position. The Chairperson shall act as chair at all duly called meetings and shall be empowered to execute, together with an attestation by the Secretary, all legally binding documents on behalf of the Commission. The Vice-Chairperson shall serve in the absence of the Chairperson. The Secretary shall record the Commission's actions and be custodian of the Commission's records. The Treasurer of the Commission shall receive and expend all Commission funds and shall keep an accounting of all of the Commission's finances including, but not limited to, employee payroll. The Treasurer shall also present monthly reports regarding the finances of the Commission to the Commission members. All officers shall serve for a minimum term of two (2) years or until their successors are elected and shall have all rights, duties and responsibilities as may be contained in this Agreement and the by-laws of the Commission. If an officer ceases to be a member of the Commission, a successor shall be elected in accordance with the requirements of this Agreement.
- (2) <u>Commission Meetings.</u> The Commission shall have regularly scheduled meetings at least once every month. The Chairperson of the Commission may, when he or she deems it expedient, and shall, upon the request of two (2) members of the Commission and/or the Director, call a special meeting of the Commission for the purpose of transacting any business designated. The call for any regular and special meeting shall be in accordance with the Pennsylvania Sunshine Act.
- (3) <u>Quorum</u>. When a majority of the number of members of the Commission (six (6) or more members) are present at a Commission meeting and each Participant is represented by a member, a quorum will be met and official actions may be taken. Official actions shall be made by a super majority (three-fourths) vote of those present, except that a budget must be approved by a super majority vote of all of the members of the Commission.
- (e) <u>Annual Report.</u> The Commission shall submit an annual report of its activities to the Participants, on or before March 1 of each year.

4. Finances

- (a) Fiscal Year Budget. The Commission shall account for its duties on a calendar year basis beginning on January 1 of each year. On or before September 1 of each year, the Commission shall prepare a budget, which budget shall include in detail the costs and expenses expected to be incurred by the Commission in the performance of its duties for the succeeding calendar year. Such budget shall also include the amounts of income or funds which the Commission expects to receive from sources other than the Participants. Any remaining income or funds which the Commission budgets as necessary for the performance of its duties shall be budgeted as cash contributions to be received from the Participants in accordance with paragraph 6 hereof. Such budget shall not include any expenditure for any item agreed to be an in-kind contribution pursuant to paragraph 5 hereof. Any excess funds remaining after conclusion of a calendar year shall be applied to the fund balance of the Commission.
- (b) <u>Approval of Budget</u>. The budget prepared by the Commission shall be submitted to the Participants for approval on or before September 1. No budget shall be effective if disapproved by a majority of the Participants prior to the end of October. Such disapproval shall be immediately conveyed to the other Participants and to the Commission. Contributions by the Participants shall not exceed an increase of more than 5% of the previous year's contribution without unanimous approval of the Participants. If budget approval has not been consummated by January 1 of the new year, the prior year's contribution shall remain operative until such approval has been given to the Commission.

4. In-Kind Contributions

- (a) <u>Property.</u> The Participants agree to make available without charge for use by the Commission the Property of the Participants when the use of the Property by the Commission will not interfere with or conflict with the usage thereof by the Participants or be contrary to any legal restrictions relating to the use of the Property. The in-kind contribution shall include in accordance with the terms of this Agreement:
- (1) the use of the Property of the School District; in accordance with Policy 707, Use of School Facilities, and other policies in the board policy manual as amended;
 - (2) the use of the Property of _____;
 (3) the use of the Property of _____;
 - (4) the use of the Property of _____;
 - (5) the use of the Property of _____;
- (6) The contribution of the costs and expenses related to or associated with the Property (including but not limited to maintenance, repair, insurance, heat, air-conditioning, ground maintenance, police and fire protection, water, sewer, utility services and all other items of cost and expense) which would have been incurred with respect to the Property irrespective of the Commission's use thereof.
- (b) <u>Maintenance of Property.</u> The Participants agree to be responsible for and maintain all facilities and property that they own in a safe and reasonable condition. The in-kind contributions shall not include costs and expenses which would not have been incurred by the Participants except for the Commission's use of the Property, specifically the costs and expenses for janitorial services, clean-up, or special property protection

with respect to a specific event of the Commission. These costs and expenses of the Participants shall be included in the Commission's budget and reimbursed by the Commission.

(c) <u>Rules and Regulations</u>. The Participants may adopt and enforce reasonable rules and regulations relating to the Commission's use of their respective Property provided that such rules and regulations shall not require the Commission's expenditure of funds for services or items agreed to be contributed in-kind.

(d) <u>Insurance</u>.

- (1) <u>Liability Insurance</u>. The Participants shall obtain and maintain liability insurance which names the Commission as a named insured with respect to the Commission's duties and activities with limits not less than \$1,000,000 per occurrence for injury or damage to persons or property.
- (2) <u>Casualty Loss Insurance</u>. The Participants shall each maintain, with respect to their respective property, such casualty loss insurance as they shall deem appropriate. All such insurance shall contain waiver of subrogation rights against the Participants or Commission as applicable.
- (3) <u>Errors and Omissions Insurance</u>. The Participants shall obtain and maintain public officials "errors and omissions" insurance coverage for their members of the Commission.

6. Cash Contributions

(a) First Year Operating Budget. The Participants agree that for the year 1997 they will appropriate
and budget a sum of money as they mutually agree shall be sufficient for the first year of operation of the
Commission. Each Participant other than the School District shall pay such percentage of the original
contribution as its respective individual population bears to the aggregate population of the Participants other
than the School District based upon the 1996School District Census figures after
a 10% portion contributed by the School District. All future financial contributions shall be based on the
most current School District Census figures available.
(b) Cash Contribution Formula. In addition to the in-kind contributions as set forth in this agreement
the Participants agree to contribute to the Commission in accordance with its budget (as adjusted from time
to time), the amounts of cash as are necessary to fund the Commission's operations. For 1997:
(1)shall contribute thirty-seven (37%) percent thereof;
(2)shall contribute twenty-nine (29%) percent thereof;
(3) shall contribute thirteen (13%) percent thereof;

shall contribute eleven (11%) percent thereof;

(5)______the School District shall contribute ten (10%) percent thereof.

(c) <u>Cash Contribution Payments.</u> The Participants shall make payments to the Commission in four (4) equal installments at the beginning of each quarter (January, April, July, and October).

7. **Autonomy of Individual Programs**

This Agreement shall not be construed to affect the individual programs and facilities of each Participant. Each Participant shall retain its right to develop and carry out its own recreation programs and to administer its own facilities without interference from the Commission. Such activities are recognized as important to supplement the programs of the Commission and to strengthen the regional effort. The Commission will make itself available to Participants for assistance when it is desired and to avoid duplication of recreation programs.

8. Effective Date, Term - Termination

(a) Effective Date and Term. This Agreement shall be effective	, and shall be
for a term of three (3) calendar years ending,	Participants may not withdraw
from this Agreement during the initial three (3)-year term of the Agreement.	This Agreement shall continue
in full force and effect and shall be automatically self-renewed from year to y	ear thereafter.

(b) Withdrawal. After the initial three (3)-year term, any Participant may withdraw from the terms of
this Agreement at the end of any calendar year by giving written notice of such withdrawal to other
Participants and the Commission one year before the proposed withdrawal date. For example, if a
Participant desires to withdraw from the Commission for the calendar year beginning January 1,, the
written notice of withdrawal must be given on or before December 31, Withdrawal from this
Agreement by any Participant shall not terminate the Agreement among the remaining parties. Any funds
contributed by a withdrawing Participant shall be retained by the Commission. Withdrawal from this
Agreement must be approved by a majority of the voting members of the governing body of the Participant
which desires to withdraw, voted on following a public hearing or public meeting.

9. Entire Agreement

This Agreement constitutes the entire contract by the Participants and there are no other understandings, oral or written, relating to the subject matter hereof.

10. Amendment

This Agreement shall not be amended or altered except by writing duly approved by and signed on behalf of all of the Participants.

11. Governing Law

This Agreement shall be governed by the Laws of the Commonwealth of Pennsylvania.. This Agreement is adopted pursuant to Act 180 and each Participants shall take all necessary steps under said statute to comply with the same.

12. Further Action

The Participants agree to take all action necessary to carry forth the provisions of this Agreement.

IN WITNESS WHEREOF, the parties hereto have hereunto set their hands and seals the day and year first above written.

Attest:	
	BY:
Attest:	
	BY:
Attest:	
	BY:

TOWNSHIP OF BENNER CENTRE COUNTY, PENNSYLVANIA

ORDINANCE NO.	
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SIGNIFYING THE INTENTION AND DESIRE OF THE BOARD OF SUPERVISORS OF THIS TOWNSHIP TO ORGANIZE AN AUTHORITY JOINTLY WITH THE BOROUGH OF BELLEFONTE, TOWNSHIP OF MARION, TOWNSHIP OF SPRING, AND TOWNSHIP OF WALKER, CENTRE COUNTY, PENNSYLVANIA, UNDER THE PROVISIONS OF THE ACT OF THE GENERAL ASSEMBLY APPROVED MAY 2, 1945, P. L. 382, AS AMENDED AND SUPPLEMENTED, KNOWN AS THE PENNSYLVANIA MUNICIPALITIES ACT OF 1945; SETTING FORTH AND AUTHORIZING EXECUTION OF ARTICLES OF INCORPORATION; APPOINTING AND FIXING THE TERMS OF THE FIRST MEMBERS OF THE BOARD OF SUCH AUTHORITY IN BEHALF OF THIS TOWNSHIP, AUTHORIZING ALL **OTHER NECESSARY ACTION**; **AND** REPEALING INCONSISTENT ORDINANCES OR PARTS OF ORDINANCES.

The Board of Supervisors of the Township of Benner, Centre County, Pennsylvania (the "Township"), hereby enacts and ordains as follows:

Section 1. The Board of Supervisors signifies its intention and desire to organize an Authority jointly with the Borough of Bellefonte, Township of Marion, Township of Spring and Township of Walker, Centre County, Pennsylvania, under provisions of the" Act of the General Assembly approved May 2, 1945, P. L. 382, as amended and supplemented, known as the "Municipality Authorities Act of 1945" (the "Authorities Act").

Section 2. The Chairman of the Board of Supervisors and the Secretary of this Township are authorized and directed to execute, in behalf of this Township, Articles of Incorporation for such Authority in substantially the following form:

ARTICLES OF INCORPORATION

TO THE SECRETARY OF THE COMMONWEALTH OF PENNSYLVANIA:

In compliance with requirements of the Act of the General Assembly approved May 2, 1945, P.L. 382, as amended and supplemented, known as the "Municipality Authorities Act of 1945", and pursuant to Ordinances duly enacted by the municipal authorities of the Borough of Bellefonte, Township of Benner, Township of Marion, Township of Spring and Township of Walker, Centre County, Pennsylvania, expressing the intention and desire of the municipal authorities of said municipalities to organize an Authority jointly under provisions of said Municipality Authorities Act of 1945, said municipalities certify:

- 1. The name of the Authority is: "NITTANY VALLEY RECREATION AUTHORITY".
- 2. The Authority is formed under provisions of the Act of the General Assembly approved May 2, 1945, P.L. 382, as amended and supplemented, known as the "Municipality Authorities Act of 1945".
- 3. No other Authority has been organized under provisions of the Act of the General Assembly approved May 2, 1945, P.L. 382, as amended and supplemented, known as the "Municipality Authorities Act of 1945", or under provisions of the Act of General Assembly approved June 28, 1935, P.L. 463, as amended and supplemented, and is in existence in or for the incorporating municipalities, except for the following Authority incorporated by the _______:

The incorporating municipalities, (Name of participating municipality/ies) (Name of existing Authority/ies) under provisions of the Act of Assembly approved May 2, 1945, P.L. 382, as amended and supplemented, known as the "Municipality Authorities Act of 1945" which is in existence in or for said incorporating municipalities for the purpose of the _(example: Water and Sewer Authority)

4. Purpose: The Authority shall have the responsibility and authority to govern, manage, operate and administer the parks, recreational facilities, open-space, trails and other real property expressly assigned to it by the Public Bodies, which assignment shall require the consent of the Participating Municipalities as set forth in this Agreement. The Authority also shall have the responsibility to

govern, manage, operate, and administer recreation programs without the consent of the Participating Municipalities, provided such programming not exceed approved budget.

- 5. The Nittany Valley Recreation Authority will conduct business in accordance with the attached bylaws.
- 6. The names of the incorporating municipalities are: Borough of Bellefonte, Township of Benner, Township of Marion, Township of Spring and Township of Walker, Centre County, Pennsylvania,
- 7. The offices, names and addresses of the municipal authorities of said incorporating municipalities are:

a. Borough of Bellefonte, Centre County, Pennsylvania:					
Office	Name	Address			
Mayor					
President of Council					
Vice President of Of Council					
Secretary					
Member					
Member					
Member					
b. Township of Benner,	Centre County, Pennsylvania				
Office	Name	Address			
Chairman of the Board of Supervisors					
Vice Chairman					
Member					

Secretary – Treasurer

8.

c.	c. Township of Marion, Centre County, Pennsylvania				
	Office	Name		Address	
	nairman of the pard of Supervisors				
Vi	ce Chairman				
M	ember				
Se	cretary – Treasurer				
d.	Township of Spring, Cent	re County, Pennsylvania			
	Office	Name		Address	
	nairman of the pard of Supervisors				
Vi	ce Chairman				
M	ember				
Se	cretary – Treasurer				
e.	Township of Walker, Cer	atre County, Pennsylvania			
	Office	Name		Address	
	nairman of the pard of Supervisors				
Vi	ce Chairman				
M	ember				
Se	cretary - Treasurer				
Th	e members of- the Board o	f the Authority shall be eleve	n (11)	in number and shall	
be	apportioned as follows:				
Во	rough of Bellefonte, Centre Pennsylvania	County,	-	2	
To	wnship of Benner, Centre C Pennsylvania	County,	_	2	

Township of Marion, Centre County,
Pennsylvania - 2

Township of Spring, Centre County,
Pennsylvania - 2

Township of Walker, Centre County,
Pennsylvania - 2

Bellefonte Area School District,
Centre County, Pennsylvania - 1

9. The names, addresses and terms of office of the first members of the Board of the Authority are set forth below. An incorporating municipality may appoint to the Authority one (1) citizen and one (1) elected official of the appointing municipality. The Bellefonte Area School District may appoint one elected School Board official.

NAME	ADDRESS	APPOINTEE OF	TERM OF OFFICE FROM JANUARY 1, 2008
		Walker Township	1 year
		Walker Township	1 year
		Bellefonte Borough	2 years
		Bellefonte Borough	2 years
		Benner Township	3 years
		Benner Township	3 years
		Marion Township	1 years
		Marion Township	1 years
		Spring Township	2 years
		Spring Township	2 years
		Bellefonte Area School District	3 years

10.. Advertisement of notice of filing these Articles of Incorporation is submitted herewith.

IN WITNESS WHEREOF, the Borough of Bellefonte, Centre County, Pennsylvania, has caused these Articles of Incorporation to be executed, by the Mayor and President of the Council and attested by the Secretary of the Borough, and the Township of Benner, Township of Marion, Township of Spring and Township of Walker, Centre County, Pennsylvania, has caused

Nittany Valley Peer Recreation Study Sample Ordinance Creating A Recreation Authority

these Articles of Incorporation to be	executed by the Chairman of the Board of Supervisors and
attested by the Secretary of the Town	aship, and the seals of such Borough and Township to be
affixed hereunto, this day of _	, 2007.
ATTEST:	BOROUGH OF BELLEFONTE,- CENTRE COUNTY, PENNSYLVANIA
(NAME), Secretary	By:(Name), President of Borough Council
	By:(Name), Mayor
(SEAL)	
COMMONWEALTH OF PENNSYI COUNTY OF CENTRE	LVANIA)) SS:)
On the day of,	2007, before me, the undersigned officer,
personally appeared	, and
, whose official po	sitions in the Borough of Bellefonte, Centre
County, Pennsylvania (the "Borough	h") are Mayor, President of the Council and
Secretary of the Borough, respective	ely, who in due form of law acknowledged
the foregoing to be the act and d	eed of the Borough, for purposes therein
specified.	

WITNESS my hand and official seal the day and year aforesaid.

Nittany Valley Peer Recreation Study Sample Ordinance Creating A Recreation Authority

My Commission

Expires: (SEAL)

ARTICLE I. NAME

101. This Authority is known as the Nittany Valley Recreation Authority (referred to as "Authority"). The Authority was organized by the cooperative efforts of the Borough of Bellefonte, Benner Township. Marion Township, Spring Township and Walker Township in Centre County Pennsylvania and the Bellefonte Area School District(Referred to as "Participating Public Bodies) and is created under the provisions the Act of the General Assembly Approved May 2, 1945, P. L. 382 as amended and supplemented, know as the Pennsylvania Municipalities Act of 1945.

ARTICLE II. PURPOSE

- 201. Authority: The Authority shall have the responsibility and authority to govern, manage, operate and administer the parks, recreational facilities, open-space, trails and other real property expressly assigned to it by the Public Bodies, which assignment shall require the consent of the Participating Municipalities as set forth in this Agreement. The Authority also shall have the responsibility to govern, manage, operate, and administer recreation programs without the consent of the Participating Municipalities, provided such programming not exceed approved budget.
- 202. Serve as a liaison between the Department, the participating Municipalities, the Bellefonte Area School Authority and the citizens of the Nittany Valley Planning Region.

ARTICLE III. MEMBERS

- 301. The Members shall consist of, shall act, conduct business, and carry out or exercise their delegated powers, duties, responsibilities and authority through a joint Authority of representatives, appointed by the Public Bodies.
 - i. Each of the Participating Municipalities shall appoint two Members to the Authority. Each appointee must be a resident of the appointing municipality.
 - ii. The participating School District shall appoint one (1) Member who shall be an elected School Authority Member.
 - iii. Alternates. Each Public Body may appoint an alternate member to act on behalf of its regularly appointed member in cases where the regularly appointed member is unable to attend a Authority meeting. The alternate may represent the municipality regarding Authority business provided that the appointed member has notified the Authority Chair of his/her inability to be present at a meeting.

- iv. If other municipalities or school districts become parties to this Agreement, then each such municipality and school district shall have such representation on the Authority as determined by an amendment of this Agreement.
- v. The Bellefonte YMCA Board shall appoint an liason to the Authority. The YMCA representative has no voting rights.
- 302. Voting. Each Member shall have one (1) vote. A majority of the Members shall constitute a quorum at any meeting of the Authority. The Authority shall act on the majority of Members present at meetings at which a quorum of Members is in attendance.
- 303. Liaison. Each Member shall serve as liaison for his/her appointing Public Body. The Members are responsible for keeping their respective Public Bodies informed of Authority's business so that the Members can reflect and represent the position and views of their respective Public Bodies.
- 304. The Authority consists of eleven (11) voting members who shall be qualified electors and residents of Muhlenberg Township. Each member shall have one vote.
- 305. The Authority may recommend individuals for appointment. The Authority Secretary shall submit appointment recommendations to the appointing Public Bodies after the Authority has approved them at a meeting. {Normally it Is good practice to make several recommendations for any opening. Member appointments are the sole prerogative of the appointing Public Bodies (Participating Public Bodies or the School Authority) and individuals may be selected for appointment from the Authority's recommendations or other sources}.

Authority membership recommendations should be made after careful consideration since the Authority will only be as good as its members. Listed below are some qualities that individuals should possess to be considered for membership:

- 1. Strong commitment to helping the Department.
- 2. Sensitivity to residents of the community and their needs.
- 3. Good judgment, intelligence, and an ability to work well and get along with others.
- 4. The ability to inspire the confidence, respect and support of the community.
- 5 Time available to be an active partner helping the staff with assignments, attending meetings and activities.
- 6. Possess some special skill or knowledge in the arts or another area, which would be beneficial to fulfill the Authority's purpose.

- 306. Members serve three (3) year terms, which shall conclude on December 31 of their third year. Terms of office shall be staggered in such a manner that at least one but no more than four expire annually.
- 307. All persons appointed shall serve their full term unless they voluntarily resign or are removed by the Authority for disqualification, malfeasance or nonfeasance of duty.
- 308. Vacancies shall be filled in the same manner as original appointments except the term of membership is restricted to the unexpired term of the member being replaced.
- 309. The Participating Public Body may, on recommendation of the Authority, designate a member who has served ten (10) or more years and who because of illness, infirmities, advanced age or other legitimate reason must relinquish active Authority status as a Member Emeritus. Such a member has no voting rights.
- 310. Authority members are volunteers who serve without monetary compensation. Members may be reimbursed for expenses incurred because of participation in conferences and workshops as approved by the Director of Parks and Recreation in accordance with current Department policies.

ARTICLE IV. OFFICERS

- 401. The officers of this Authority shall be Chairman, Vice Chairman, Secretary and Treasurer. The Officers shall be elected at the organization meeting in January to serve for one year or until a successor shall be elected. Vacancies in office shall be filled at the next meeting by special election.
 - 1. Chairman. The Chairman shall preside at all meetings, appoint committees, call special meetings when he/she deems it advisable, represent the Authority at public affairs, and perform all such duties as usually handled by a Chairman, except when such duties are properly delegated. The Chairman may succeed himself or herself and shall be elected from among the members who have served more than one (1) year.
 - Vice Chairman. The Vice-Chairman of the Authority performs all duties of the chairman in their absence. The Vice-Chairman is responsible to see that all committees function as directed by the Authority Chairman.
 - 3. Secretary: The Secretary shall perform the usual duties pertaining to the office. The Secretary shall keep or cause to be kept a full and true permanent record of all meetings of the Authority at both regular and special meetings. The Secretary shall also attend to all correspondence as may be required by the Authority.
 - 4. Treasurer: The Treasurer shall perform the usual duties pertaining to

the office. The Treasurer oversees the financial responsibilities of the Authority including all receipts, expenditures, monthly financial reports and annual financial reports.

ΔRT	ICLE '	\/ I	MEET	INGS
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- 501. Regular meetings are held the _____ of each month, January through June and August through December each year unless otherwise agreed upon by the Authority.
- 502. Special meetings may be called by the Authority Chairman, Director or on the written request of at least *three* (3) Authority members. The Director will provide a minimum of five (5) days notice to members.
- 503. All regular meetings are held at the ______.
- 504. Meetings will convene at _____ p.m. unless otherwise agreed by the Authority.
- 505. The first regular meeting in January of each year is the organizational meeting. The purpose of this meeting is to elect officers, review the annual report and all other business.
- 506. Authority action requires the concurrence of a majority of voting members present at a properly convened meeting with a quorum in attendance. The Authority is not required to take action on any matter that was not specifically listed on the agenda.
- 507. All meetings are open to the public and shall be held and conducted in accordance with provisions of the Pennsylvania Sunshine Act. The schedule of the Authority's regular monthly meetings shall be advertised one time each year by the Director during January in the newspaper of general distribution. Notice for all special meetings shall be published once in the Reading Eagle Times as required by the Sunshine Act.
- 508. Meetings are conducted in accordance with the requirements of the Sunshine Act and the procedures published in this guide.
- 509. The following shall be the order of business of the Authority. These rules of order may be suspended and any matters considered or postponed by Authority action.
 - 1. Call to Order
 - 2. Public Portion
 - 3. Prior Meeting Minutes
 - 4. Committee Reports
 - 5. Department Reports
 - 6. Old Business
 - 7. New Business
 - 8. Adjournment

510. The *Director* shall prepare and distribute an agenda for all meetings. Any member or other person may request that the Director include an item on the agenda. Requests shall be submitted to the Director at least seven (7) calendar days prior to the meeting date.

ARTICLE VI. DUTIES AND RESPONSIBILITIES OF THE AUTHORITY & MEMBERS

- 601. The Nittany Valley Recreation, Greenway and Trails Authority shall have the authority to govern, direct, administer, supervise, maintain and operate the following:
 - Such open space, greenways, parks and recreational properties and facilities as may be designated by any of the Public Bodies to be under its jurisdiction or control.
 - ii. Recreational programs for the residents of the Public Bodies.
 - iii. Recreational programming to non-residents of the Public Bodies provided that such programming is of primary benefit to residents of the Public Bodies.
 - iv. Recreational programming or park management as may be contracted for between the Authority and the Public Bodies.
- 602. Equipment, Supplies and Services. The Authority may contract for, purchase, or otherwise acquire, sell or otherwise dispose of furnishings, equipment, supplies, service or other amenities.
 - i. Real Property.
 - The Public Bodies shall continue to independently own, manage and maintain their respective parks, recreational facilities, open space or other real property; provided the Public Bodies shall have the right to contract with the Authority for management, supervision, maintenance and operation of their respective parks, recreational facilities, open space or other real property in accordance with this Agreement.
 - ii. The Authority shall have the authority to govern, direct, administer, supervise, maintain and operate parks, recreational facilities, open space and other real property pursuant to contracts entered into between the Authority and any of the Public Bodies provided that the such contracts shall require the unanimous consent of the Public Bodies. The Public Bodies must assure adequate and ongoing allocation of resources for proper management and maintenance of the property for as long as the property is assigned to be under the jurisdiction of the Authority.

- iii. Nothing in this Agreement shall prohibit the Public Bodies from jointly acquiring, owning or leasing real property for use as a park, open space or recreational facility; provided the Public Bodies shall have the right to contract with the Authority for management, supervision, maintenance, and operation of the jointly owned or leased real property in accordance with this Agreement.
- iv. The Authority shall not own or acquire real property without the unanimous consent of the Participating Public Bodies
- 603. Planning: The Authority annually assists the Director to define specific strategies and objectives to fulfill the Authority's mission and goals. The Authority also periodically assists with a variety of short and long-range planning activities including updating the comprehensive recreation, parks and open space plan, land acquisition and development plans, special purpose studies, etc.
- 604. Promotion and Publicity: Members promote Department programs and services to the community by distributing materials (flyers, posters, etc.), interacting with people at activities or other special events, assisting staff to produce materials by writing, providing photos, artwork, etc.
- 605. Employment of Personnel. To carry out its purposes, the Authority shall be permitted to:
 - I Coordinate with the Public Bodies for the use of maintenance employees to maintain parks and recreational facilities and open space designated by the Public Bodies to be administered and maintained by the Authority.
 - ii. Coordinate with the Public Bodies for the use of clerical staff of the Public Bodies to assist with clerical functions of the Authority.
 - iii. Employ, manage, supervise and terminate personnel.
 - iv. Contract with the Public Bodies or other organizations to provide payroll services and other personnel benefits.
 - v. Establish personnel policies. All appointments, removals, promotions and suspensions shall be made by the Authority pursuant to Uniform Personnel Policies established by the Authority and make the same available for distribution to the Public Bodies. The Authority shall make uniform policies on wages, hours, conditions and terms of employment and other matters relating to the effective service, consistent with the laws of the Commonwealth of Pennsylvania.
 - vi. Annual Report. The Authority shall submit an annual report of its activities to the Public Bodies not later than March 15th of each year for the previous year. The report shall include but not necessarily be limited to the following:

- a. Year-end Income and Expense Report for all accounts.
- b. Statement of assets and liabilities.
- Statement of in-kind contributions received from each Public Body
- d. Listing of capital projects completed or in progress.
- e. Listing of attendance for all facilities and programs.
- f. General review of programming.
- 606. Advise: The Authority serves as a forum for staff to discuss new ideas, programs, policies and procedures.
- 607. Employment: The Authority conducts the search, interviews and hire the best Director candidate for employment by the Authority.
- 608. Evaluation: The Authority provides staff with feedback concerning how Department programs met established objectives both from their personal observation and from interaction with our participants.

ARTICLE VII. EXECUTIVE DIRECTOR

- 701. The Director shall be the Chief Administrative Officer of the Authority and shall be employed by the Authority at its discretion. The Director shall:
 - i. Carry out the stated purposes of the Authority;
 - ii. Administer and manage the day-to-day operations of the Authority and its staff and employees.
 - iii. Recruit and recommend to the Authority for hiring all personnel:
 - iv. Provide direction and leadership to the Authority;
 - v. Attend all meetings of the Authority:
 - vi. Recommend short and long range planning;
 - vii. Carry out other tasks as determined by the Authority.

ARTICLE VIII. COMMITTEES

801. Members or other interested individuals are appointed to chair committees as needed by the Authority Chairman. Appointments shall be made at the annual meeting or as soon thereafter as possible. Committee chairmen serve until their successors are appointed or their function is completed. The Authority Chairman

and Director serve ex officio on all committees.

- 802. Committee chairmen reports will be presented at each Authority meeting. Reports will summarize all action by the committee since the last meeting. Interim reports shall be made to the Director or other staff as requested or as needed to complete committee duties.
- 803. Membership in all committees is open to any interested individual (does not have to be a Authority member or a Township resident). Committee chairmen are responsible to recruit committee members. Committee chairmen are encouraged to include as many people as needed on their committees.
- 804. Standing Committees include:
 - 1. Athletic League Committee 2 members. Working together with the Recreation Supervisor resolves player discipline problems or decides rule protests for all Department leagues.
 - Handicapped Grievance Committee 2 members. Meet with member appointed by the _____ and to review any complaints filed against the Participating Public Bodies regarding accessibility and recommends corrective action.
 - 3. Resource Development Committee Responsible to solicit sponsorships and financial, product and in kind contributions through personal contacts and presentations.
- 805. Special Committees may also be appointed at any time that the Authority Chairman deems necessary to address a specific subject.

ARTICLE IX. FINANCE

- 901 Fiscal Year. The fiscal year shall be the calendar year.
- Municipal Contributions. Each Participating Municipality shall contribute to the budget of the Authority based on the population of its respective municipality. Population shall be determined by the most recent decennial census available. The population of Benner Township shall not include the residents of the State Correctional Institution at Rockview. The population of the Public Bodies at execution of this Agreement is set forth at Appendix "A". Appendix "A" shall be revised following each decennial census figures published by the US Census Bureau. Provided, however, that between census cycles the population estimated by the Penn State University Data Center for every year shall be used in determining the per capita contribution, and further provided that the number used for the per capita contribution shall be an average of the three years preceding the budget year in which the formula will be applied.

Per capita contribution in subsequent years shall be determined by the annual Authority budget

a. Budget Submission. Each year the Authority shall prepare and approve by majority vote a proposed annual budget. The budget shall be submitted to the Participating Municipalities for consideration and approval no later than September 30th of the year immediately preceding the fiscal year for which the budget is proposed. By November 1st, each Participating Municipality shall provide written notice to the Authority and all other parties of its approval or disapproval of the proposed budget. Notice of disapproval shall state with particularity the reasons for disapproval and identify the line items and other portions of the budget with which the Municipality disagrees. A Participating Municipality that fails to give written notice of disapproval by November 15th shall be deemed to have approved the proposed budget.

If one or more of the Participating Municipalities votes to disapprove the budget, the Borough Councils and/or Township Authority of Supervisors of 2/3 of the Participating Municipalities must approve the entire budget and provide the Authority of written notification of their approval. If only 1/3 of the Participating Municipalities approves the budget, then parties shall meet to negotiate a budget. If approvals are not reached by December 31, the budget shall be deemed to be an amount equal to the prior year's budget plus 3% increases.

- Maintenance and Operations Budget. Maintenance and operations funding will be determined based on the properties to be under the jurisdiction of the Authority under Article 3 of this Agreement.
- c. Payment Schedule. Each municipality shall make three (3) equal payments of their amount due. Payments shall be due on March 31, July 31, and November 30 of each year. Payments not made within 30 days of the scheduled due date will be charged a late fee of an additional 1.5% per month.

903. In-Kind Contributions.

- a. The Bellefonte Area School District agrees to provide, without charge, access to School District owned facilities and properties when the use of the property by the Authority does not interfere or conflict with the respective School District's use of the facilities or properties. The School District shall adopt a scheduling process for the Authority to follow.
- b. Participating Municipalities agree to share in providing in-kind contributions as needed by the Authority. For the Authority's Administrative Budget, in-kind contributions may not be used to reduce the cash contribution provided by each municipality. For the Maintenance and Operations Budgets, each municipality's contribution may include in-kind services to offset cash contributions. Such in-kind contributions must be agreed upon in the adoption of the budget.
- 904. Receipt of Funds. The Authority may apply for, secure, acquire, receive, administer and dispense funds from municipal, state, federal, private or other sources.
- 905. Fees and profit. The Authority may charge reasonable fees for the use of parks and recreational facilities and for operation of recreational programs and engage in revenue raising activities as are incidental thereto. Such fees shall be accounted for in the operation of Authority business.
- 906. Contracts. The Chair or the Vice Chair of the Authority is authorized to sign all contracts on behalf of the Authority.
- 907. Audit. All financial accounting records of the Authority shall be audited by an independent auditor at the close of each fiscal year. A copy of the audit report shall be provided to the Public Bodies.
- 908. Debt. The Authority shall not borrow funds without the unanimous consent of the Participating Municipalities.

ARTICLE X. INSURANCE AND IMMUNITY

- 1001. Insurance, Waiver of Claims. The Authority shall maintain adequate liability insurance against claims arising out of the activities of the Authority. The Authority and the Participating Municipalities shall be named as named insureds on all liability insurance policies. Each Participating Municipality hereby waives any and all claims and causes of action against the Authority and all other parties to this Agreement that may arise out of the activities of the Authority. The Authority and the Participating Municipalities shall cause any insurance policy providing liability coverage against claims arising out of their activities to contain a waiver of subrogation clause or endorsement under which the insurance company waives its right of subrogation against each party to this Agreement as to any and all causes of action or claims that may arise out of the activities hereunder.
- 1002. Immunity. The services performed and the expenditures incurred under this Agreement shall be deemed for public and governmental purposes, and all immunities from liability enjoyed by each Participating Municipality shall extend to its participation in services outside its boundaries. Similarly, as a matter reciprocal to the responsibilities, duties, authority and jurisdiction delegated under this Agreement, the Authority and their employees and officers shall have the same immunities from liability, the same limitations on damages, and the same rights, protections, and benefits as the Participating Municipalities have under all applicable laws.
- 1003. Proportional Liability. For purposes of liability in actions arising out of the activities of the Authority that are not covered by insurance protection, the Participating Municipalities shall be liable in the same proportion as their funding assessment. This provision does not and should not be construed as expanding the liability of the Authority or the Participating Municipalities. All immunities, limitations on liability and damages, protections, and defenses under the laws of the United States and of the Commonwealth of Pennsylvania shall apply and are expressly preserved.

ARTICLE XI. EFFECTIVE DATE, RENEWAL, TERM, WITHDRAWAL, DISSOLUTION, AND NEW PARTICIPANTS.

- 1101. Effective Date and Term. This Agreement shall become effective on the latest date that any of the parties to this Agreement take action to approve the agreement..
- 1102. Renewal. This Agreement shall be automatically renewed for consecutive five-year periods with the terms of the agreement open to negotiation upon renewal.
- 1103. Withdrawal. Public Bodies may only withdraw from this Agreement at

the end of the initial agreement period or any renewal term. At least a one-year notice of intent to withdraw must be presented in writing to all other Participating Municipalities and Participating School Districts. Any Participating Municipality that withdraws at any time shall continue to be responsible for its share of the Authority budget in the fiscal year of withdrawal and its share of the Authority budget in the year following its withdrawal, and its share of any debt service incurred by the Participating Municipalities in jointly acquiring real property for use as a park, open space or recreational facility or personal property for use in a park, open space or recreational facility. Such withdrawing municipality shall forfeit its right to ownership of jointly owned or leased real property administered by the Authority pursuant to this Agreement.

- 1104. Dissolution of the Authority. The Nittany Valley Recreation Authority shall be dissolved if two or more of the participating Municipalities elect to withdraw following five years of the creation of the Authority. Upon dissolution of the Authority, each municipality shall be liable for an equal portion of the debt of the Authority and the municipality shall be entitled to receive an equal portion of the assets of the Authority.
- 1105. New Municipalities wishing to Participate. Additional municipalities may enter into the Agreement with a two-thirds vote of the Public Bodies.

ARTICLE XII. CONFORMANCE WITH LAWS, ORDINANCES, RULES, AND REGULATIONS

1201. The Authority shall at all times comply with all laws, ordinances, rules, policies and regulations as may be adopted from time to time governing the Department.

ARTICLE XIII. NON-DISCRIMINATION

1301. The Authority shall not discriminate in any manner against any person by reason of race, color, national origin, religious creed, ancestry, age, sex, handicap, or political affiliation.

ARTICLE XIV. AMENDMENTS

1401. The Authority may amend, revise or replace these procedures at any time as deemed necessary following consideration and advice and recommendation from the Authority. Notice of any change will be provided to all Authority members at the next regular meeting following the change.

Anywhere Shared Recreation Services Commission Director Job Description

Position: Recreation Director

Supervisor: Shared Services Commission Chairperson

Hours of Work: The Director will work at least a 40-hour workweek. Flexible schedule to include evenings, weekends and holidays.

Place of Work: The Director will be based initially at Anywhere Community Park, but will also have space and resources available at the Our Township Municipal Building and the Anywhere School District.

General Description:_The Director is responsible for the development of a year-round comprehensive park

and recreation program, utilizing authority, township and school district facilities. The Director administers the policies set down by the Commission and is responsible for making major operating decisions.

Duties and Responsibilities:

- Develop a broad, diversified program of recreation, leisure and educational activities and services for all ages to meet the varied needs of the community.
- Establish administrative procedures to operate an efficient organization.
- Recommend the establishment of necessary fees and charges for services and supervise their use.
- Assist in recruiting, selecting and employing all full-time and part-time personnel.
- Assist in supervising, training and evaluating full-time and part-time personnel, assign duties and maintain a good working relationship among staff members.
- Participate in the annual budget process for both the Commission and the related activities within Anywhere Community Park, Our Township and the Anywhere School District and submit budget to the Commission for approval.
- Direct the expenditure of funds in accordance with budget appropriations, collect and manages revenue gene
- Identify grant sources and coordinate related grant applications for the benefit of the Commission and its participant members
- Work closely with park, township and school district representatives regarding facility use to include assisting in providing supervision for the scheduling and rental of facilities.
- Recommend and implement planning, design and construction of recreation and park facilities under the control of the park, township and school district.
- Advise Participants of a proper maintenance management program for all park and recreation areas and facilities.
- Prepare and recommend adoption of long-range goals and short-term objectives to meet needs for recreation programs and facilities.
- Interpret to the public the recreation program and its philosophy and objectives.
- Study conditions, needs and trends affecting park and recreation requirements of the authority, township and school district, and analyze the effectiveness of the Commission's services.

- Serve as technical advisor to the Commission and keep careful and complete records of their activities and services.
- Investigate and act upon requests, suggestions and complaints concerning park and recreation services.
- Establish and maintain cooperative working relationships with all community agencies, governmental and private Participate in possible expansion of the Commission to include other municipalities within the Anywhere area.
- Oversee a comprehensive, high profile public relations program utilizing all available media to promote programs, services and facilities.
- Study and keep informed of developments in the recreation field.
- Maintain systematic, complete and accurate records of recreation activities, services, finances, personnel and property.
- Prepare and issue regular and special reports.
- Represent the Commission at speaking engagements.

Requirements of Work

- Knowledge of authority, township government and school district operations.
- Ability as public speaker.
- Knowledge of budget and accounting methods.
- Capacity for cooperating with and interpreting recreation to authority, township and school district authorities, elected officials, community agencies, and the public.
- Through knowledge of the philosophy, principles, practices, and methods of recreation administration, organization and operation.
- Ability to communicate effectively, both orally and in written form.
- Ability to plan, train, supervise, and evaluate the work of others.
- Ability to exercise professional and administrative judgment in planning and carrying out the Commission's
- objectives.
- Ability to motivate and enlist the best efforts of a staff of employees and volunteers.
- Knowledge of grant application procedures and funding pertaining to recreation.
- Considerable knowledge of public relations.
- Initiative and creativity in the planning, promotion, and publicizing of recreation programs.
- Considerable knowledge of the objectives and purposes of recognized service and civic community groups and ability to establish and maintain effective working relationship with them.

Preparation for Work

- Bachelor's degree in Parks and Recreation Administration or related field preferred.
- Minimum of three years of progressively responsible management experience in recreation and parks with at least one year in a top supervisory position or related experience.
- Pennsylvania Recreation and Park society professional certification preferred.
- Proficient knowledge of computer use
- Appropriate clearances as required by the Anywhere School District must be attainable at time of employment
- Valid driver's license

WEST END PARK AND RECREATION COMMISSION JOB DESCRIPTION

Job Title: Executive Director

Accountable to: West End Park and Recreation Commission

Supervises: Full time, part time, seasonal and contractual employees, instructors, staff and volunteers

Primary Objective of the Position: Responsible for the overall administration, operation and function of the West End Park and Recreation Commission, its facilities and programs, including participant municipalities' open space and recreation goals. The position requires a minimum of a 40- hour work week, which may include nighttime, weekend and holiday hours as necessary to accomplish the goals and objectives of the Commission.

TYPICAL EXAMPLES OF WORK

Administration:

- ❖ Manage and supervise all operations and activity of as directed by the Commission.
- Works with the Participating Municipalities to implement, manage, supervise, operate and administer the master site plan for the West End Regional Park.
- ❖ Works with the Participating Municipalities to implement, manage, oversee, operate and administer the West End Open Space and Recreation Plan (adopted January 2003)
- Investigate, acquire, administer, and monitor grants from various public and private sources.
- Provide direction and leadership to the Board and officers of the Commission.
- Manage the finances of the Commission including the operating, capital, program, and grants budgets. Process and account for all revenues and expenditures in compliance with Commission policy.
- Prepare Commission budget and guide Commission through the budgetary process
- Handle and account for all monies received or expended in compliance with Commission-established policy.
 (financial, programs, facility usage, personnel)
- Assure adequate and appropriate record keeping and presentation of reports to the Commission as required.
- Assist the Commission in development of short and long range planning.
- Serve as the Commission's Project Manager for capital improvement projects. Coordinate additional professional services as required to achieve project goals.
- Schedule all activities within the West End Regional Park and any other activities assigned to the Commission by the Participating Municipalities and School District.
- Implement fundraising efforts to support the Commission and its activities.
- Oversee and coordinate all in-kind services for all applicable Commission functions and capital projects.
- Promote a cooperative working relationship with the Commission and participating municipalities, as well as other local, regional, state and federal government and voluntary agencies.
- Recruit and recommend staff for hiring. Schedule and supervise all West End Park and Recreation Commission staff and volunteers. Assure that all staff and volunteers comply with all standard operating procedures and Board policies.
- Promote the regional park and all open space, greenways, parks, and recreation programs within the participant municipalities.

Administration: (cont.)

- Attend all meetings of the Commission.
- Purchase needed supplies.
- Manage any open space, greenways, parks and recreation properties and facilities assigned by the Participating Municipalities to be under the jurisdiction of the Commission.
- Other duties as assigned.

Programming:

- Develop, administer, supervise and evaluate a broad program of recreation activities for all
 age groups and interests respective of the resources and needs of the residents of the
 Participating Municipalities and school district. (Also for residents outside of the
 Participating Municipalities boundaries provided that such programming is of primary benefit
 to residents of the Participating Municipalities)
- Supervise the scheduling and rental of the regional park and any other parks and facilities that have been assigned to the Commission for scheduling and rental purposes.
- Contract with outside agencies and individuals, as necessary, to provide program instruction.
- Contract with outside agencies for the use of their facilities for Commission programs, when necessary.
- Encourage optimum use of all parks and greenways under the Commission jurisdiction.
- Other duties as assigned.

Maintenance:

- Oversee and manage all maintenance activity for the regional park and other facilities under the jurisdiction of the Commission.
- Assure proper upkeep, maintenance and appearance of the regional park and all facilities and grounds assigning tasks to other staff as appropriate and completing the work himself/herself as necessary.
- Assure the regional park and any other parks assigned to the Commission are prepared for all scheduled use.
- Hire and supervise outside contractors as needed.
- Coordinate maintenance work with the appropriate departments of the Participating Municipalities as necessary.
- Other duties as assigned.

REQUIRED KNOWLEDGES, SKILLS AND ABILITIES

Knowledge:

- Thorough knowledge of the philosophy, principles, practices and methods of parks and recreation administration, organization, programming and maintenance
- Knowledge of township government operations
- Knowledge of park and recreation grant application procedures and policies
- Knowledge of public relations
- Knowledge of municipal budgeting and accounting methods
- Knowledge of public administration and personnel management

Skills:

- Oral and written communication skills
- Management skills
- Organized planning skills
- Creativity and initiative

REQUIRED KNOWLEDGES, SKILLS AND ABILITIES (cont.)

Abilities:

- Ability to be self-motivated and to work effectively with little supervision
- Ability to exercise professional and administrative judgment in planning and carrying out the Commission's objectives
- Ability to establish effective working relationships with subordinates, higher authorities, public agencies and private organizations
- Ability to apply mature judgment and exercise control of a group of participants
- Ability to maintain a consistent attitude supporting the goals and objectives of the Commission
- Ability to represent the Commission in a positive, professional manner at all programs and meetings
- Ability to exercise good judgment, courtesy and tact when dealing with the public
- Ability to plan, train, supervise and evaluate the work of others
- Ability to operate standard office equipment including but not limited to a computer, desktop publishing programs and word processing software
- Ability to stand, walk, sit, climb, balance, stoop, bend, crouch, crawl, reach, lean, handle, finger, feel, push, pull and to lift and carry up to 50 lbs.
- Ability to hear, understand, read and speak the English language
- Possess good visual acuity (near and mid vision continuously; far vision, depth perception, visual accommodation, color and field of vision occasionally)
- Withstand exposure to weather, unprotected heights, confined areas, uneven terrain, and traffic hazards occasionally

The successful candidate will successfully complete an interview demonstrating all of the above knowledge, skills and abilities.

EDUCATION AND EXPERIENCE REQUIREMENTS

- Bachelor's Degree in Parks and Recreation or related field
- Certified Parks and Recreation Professional (CPRP) preferred, but not required
- Minimum of five-years of progressively responsible management experience in parks and recreation with at least one year in a top supervisory position
- Possession of a valid motor vehicle operator's license
- Experience working with local governments, especially intergovernmental experience, preferred
- Act 34 and Act 151 clearance must be obtained prior to the start of employment
- Possesses or is willing to earn First Aid and CPR Certifications

EMPLOYMENT CONDITIONS

- The successful candidate will serve a one (1) year probationary period.
- Written and oral evaluations will be performed on or before six (6) months after hire date and at the end of the probationary period.
- The successful candidate will enter into an employment agreement with the West End Park and Recreation Commission.

Montour Area Recreation Commission

DRAFT

Position Description: DIRECTOR

Revised 1/12/2006

Position Summary:

The Director serves as the principal administrator responsible for carrying out the strategic plans and policies for recreation within Montour County, PA, performing his/her duties under the direction of the Montour Area Recreation Commission. The Director's general areas of responsibility include administration and support, facilities management, delivery of programs and services, budget, and community and public relations.

General Duties:

Under the direction of the Montour Area Recreation Commission, the Director shall be responsible for the following deliverables:

- Administration and Support Supports programs and services by advising and informing Commission members, interfacing between the Commission and staff, and supporting the Commission's performance evaluation of himself/herself by making improvements as suggested by the Commission.
- <u>Facilities Management</u> Provides direction, planning, maintenance, and control of all outdoor recreation areas, buildings, parks, swimming pools, and related facilities under the jurisdiction of the Commission (e.g., sports fields, playgrounds, trails, etc.). Builds/expands new facilities consistent with the approved Montour County Recreation Plan and sees to it that a viable business plan is in place prior to the creation of new facilities. Ensures facilities are operated and maintained in a manner that provides for the safety and security of employees, members, and visitors at all times.
- <u>Programs and Services</u> Oversees creation, design, marketing, scheduling, delivery, and quality of a variety of recreational, athletic, and instructional programs, products, and services. Serves as official liaison between the Commission and community organizations to effectively coordinate activities and operations to maximize efficient administration and utilization of recreation assets. Periodically updates, expands, adds, and deletes recreational programs and services to best meet the needs and interests of County residents, consistent with values and guidance of the Commission. Organizes and coordinates recreation volunteers as needed to execute programs and services.
- <u>Budgeting</u>— Prepares and recommends yearly budget for Commission approval and prudently manages the organization's resources within those budget guidelines according to current laws and regulations and generally accepted accounting practices. Is accountable to the Commission for financial results/fiscal health within his/her control.
- <u>Community and Public Relations</u> Assures the organization and its mission, programs, products, and services are consistently presented in a strong, positive image to relevant stakeholders. Establishes and maintains close working relationships and sustains and builds

partnerships with participating area municipalities, businesses and organizations providing recreation services, and local media. Participates in grant seeking and fundraising. Conducts needs assessments and user community surveys as directed by the Commission in order to seek broad input on quantity and quality of facilities, programs, and services and to continuously improve them.

• Other duties as assigned.

Qualifications/Skills:

Bachelor's degree from an accredited university/college required, with attainment of a graduate degree in recreation, public administration, business administration, or related field desirable. Minimum of 4 years experience in related field preferred.

Incumbent must possess strong leadership skills in promoting and advocating the organization's mission and goals; promote cooperation and teamwork among stakeholders and clients; embrace progressive change and cope effectively with adversity; exercise sound business and ethical judgment; make timely and sound decisions; and formulate policies and planning recommendations to the Commission and implement the courses of action in operations through appropriate delegation to and involvement of volunteers and community. Ability to plan, organize, and manage multiple work activities is critical. Strong verbal and written communications, particularly with regard to public tact and diplomacy, are essential. Experience or thorough working knowledge in financial budgeting and management required.

First Approval by:	Date:
Concurrent Approval by:	Date:

Nittany Valley Peer Recreation Study Facility Inventory

racincy inventory																									
	Acres	Neighborhood	Community	Regional	Dog Park	Restrooms	Potable Water	Open Space	Area Lighting	Parking Areas	Playground (Ages 2-5)	Playground (Ages 5 – 12)	ADA Compliant	Baseball Field	Softball Fields	Soccer Field	Picnic Shelters	Picnic Tables	Tennis Courts	Boat Launch	Basketball Courts	Walking Path	Pool	Concession Area	Football Stadium
Bellefonte Borough																									
Tallyrand Park	3.5			Х		Х	Х	X	Х			Х		Х	Х	Х	X	X	1		1	1			
Governors Park	43.8			Х		X	Х	Х	Х	X									X		X	X	X	X	
Krauss Park	< .5							Х																<u> </u>	
Parkview Heights Park	10.4		X				X						Х	Х										X	
Joseph A. Masullo Memorial Park	1.9	Х			Х			Х													Х				
Sunnyside Paddle Park	< .5			Х																					
Benner Township																									
Buffalo Run Community Park	40		Х			S		Х			Х	Х					2	Х			Х	NC			
25 Acres Owned 15 Acres Leased																									
Benner Township Municipal Building	35		Х					Х				Х					1	X			Х			L'	
Marion Township																									
Jonas Panik Park	17+/-					S		X						Х										<u> </u>	
Spring Township																									
Spring Township Municipal Park	.5		Х									Х			2										
Spring Creek Nature Park	13							Х														X			
Payne Community Soccer Field	6.5			X		S				Х						2	1	X							
Belle Softball Field	6.5																								
Walker Township																									
Walker Township Park	20			Х		Х	Х	Х		Х	Х	Х		2			Х	Х	Х		Х				
Walker Township Park Expansion (plan stage)	30																								
Un-named Park in Zion Ridgecrest Development	<.5	Х																			1G				
Bellefonfe Area School District		Х						V	Х	Х		Х													
Bellefonte Elementary School		X						X				X													<u> </u>
Benner Township Elementary School		X						X	X	X														<u> </u>	
Marion Walker Elementary School	25.7	^	v					X	X	X		X													
Pleasant Gap Elementary School	25./		Х	v				X		X		Х			_									<u> </u>	
Middle School		-		Х				Х	X	X				4	2										v
Bellefonte Area High School		<u> </u>	L	NT -					X	X				1										<u> </u>	X

^{*} S: Seasonal Restroom Facilities.
* NC: Not Complete

Nittany Valley Peer Recreation Study Facility Inventory